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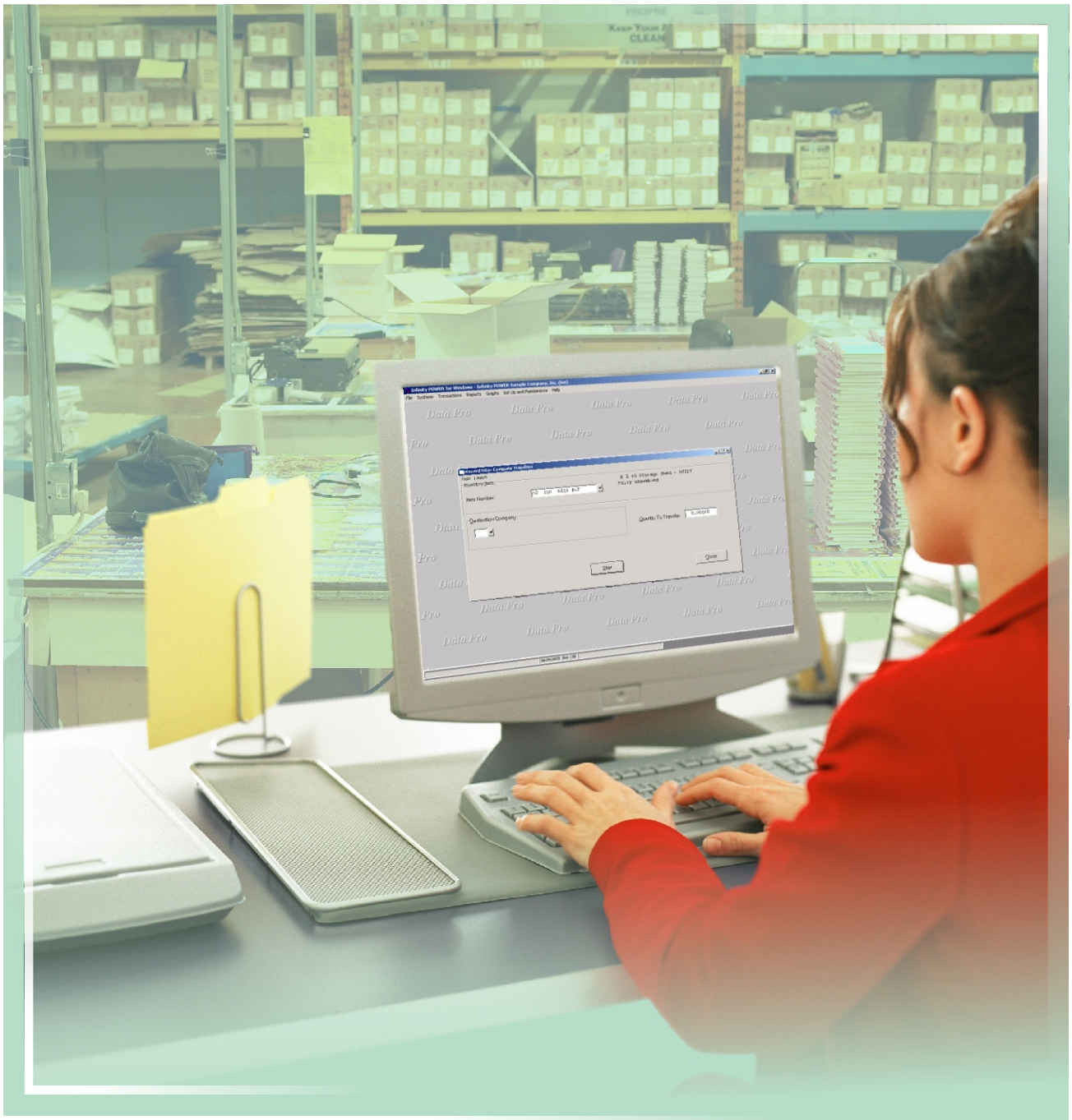
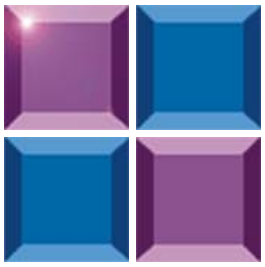


Manufacturing Inventory Management

with Manufacturing Processing, Job Shop Integration, Bar Coding and Sales Analysis
Part #105

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

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CHAPTER 1 INTRODUCTION

A simplified definition of **Inventory Management** is the tracking of materials used for the production and/or sales of a company's goods or services. These materials can be raw materials, finished goods or, in some cases, labor. To further understand this definition, we must examine the term **"tracking"** and understand why this tracking is necessary. Basically, tracking refers to the accurate measurement of all purchases, internal production, and withdrawal of materials.

The costing and quantity of each transaction is essential to good inventory management. This information provides management with an important element of the company's profitability. Expanding on the idea of increasing profitability, we are presented with another important aspect of inventory management, matching actual materials on hand with requirements of materials needed for production and sales. Success in this area offers increased profitability through reduced inventory ***"carrying"*** costs.

Ultimately, successful inventory management depends upon the ability of the individuals making the management decisions. The **Manufacturing Inventory Management** module is designed not only to handle your financial tracking requirements, but also to provide you with the analytical management reports and graphs necessary for you to make sound business decisions.

SPECIAL DESIGN NOTES

The **Manufacturing Inventory Management** module is designed to conform to your business needs, rather than requiring your business to conform to its data processing needs. You have the ability to customize many of the screen prompts, calculations and reporting specifications to your particular needs. All of these special features are described in detail in this chapter and **Chapter 2**, ***"Perform Set Up and Maintenance,"*** however, one system configuration item is so important that it merits immediate discussion.

This feature is the inventory item number configuration. Once established, the item number configuration cannot be changed without the complete re-entry of all inventory items. Recognizing that different industries have various conventions for classifying and organizing inventory, the system allows you to configure the format of your inventory item numbering. The overall number may be from **1** to **20** characters *(alpha/numeric)* and consist of up to **4** components.

Each component is user definable and can consist of some or all of the **20** maximum characters available for the item number. The item number component can be any classification or category in which you wish to subdivide your inventory. For instance, if your company distributes garments, you may wish to have the following components:

- **Manufacturer**
- **Style**
- **Color**
- **Size**

If your company manufactures water pipes, you might set up the following components:

- **Type**
- **Diameter**
- **Length**

If your company has a simple product line, you could specify only one component: **Item Number**. Once you have established the format of your part number components, every time you select an inventory item, the system will ask you to enter the item number in its appropriate component order.

For instance, using the first example above, you would be prompted to enter the **1) Manufacturer**, then **2) Style**, then **3) Color**, and finally **4) Size**, when selecting an inventory item. In addition, all reports and several options allow you to select the inclusion of specific inventory items based on an item number **"mask,"** which is formatted in component order.

Specific instructions for the set up of the part number components is found in **Chapter 2**.

MANUFACTURING

The **Manufacturing Inventory Management** module not only provides you with the normal inventory features but also offers a complete, multi-level, manufacturing process with advanced material requirements reporting.

Essential to the understanding of the manufacturing process are the following definitions:

Assembly	Any inventory item that is manufactured. This includes finished goods, which are completely manufactured, and sub-assemblies that are manufactured, but are also used in the manufacturing of other items.
Component	Any inventory item that is used in the manufacturing of another item. This includes sub-assemblies and raw materials.
By-Product	Any inventory item which is created during the manufacture of an assembly.
Bill of Materials	These are the list of components that are required to manufacture an assembly. By-products may also be included in this list. There are two modes of manufacturing: • **Production** • **Disassembly**
Production	Production is the manufacture of an assembly. During this process, the quantity and cost information is increased in the assembly inventory, while the quantity and cost is decreased in the component inventory for all items on the assembly's bill of materials. In other words, you construct an assembly from the components listed on its bill of materials. In addition, all by-products listed on the bill of materials will be added to your inventory at the time of manufacture.
Disassembly	Disassembly is the reverse of the manufacturing process. It reduces the assembly inventory while adding back the components to inventory. By-products are also reduced at the time of disassembly.

PROJECTING MATERIAL USAGE

The **Manufacturing Inventory Management** module provides several trend analysis and quantity reports that are helpful in projecting material requirements. However, one report in particular, the **"Projected Materials Usage Report"** allows you to utilize ***"what if"*** modeling to determine sales and manufacturing needs.

This report takes projected material requirements, based on your sales projections, and calculates manufacturing needs based on current stock levels. It also provides you with re-order requirements based on the manufacturing needs calculated above.

The sales projections used as the basis for this report may be based on current unfilled customer orders, your management projections, or a combination of the two.

NORMAL COSTING METHODS

The **Manufacturing Inventory Management** module supports five different costing methods. They are:

- **LIFO - Last In First Out**
- **FIFO - First In First Out**
- **Average**
- **Latest Unit Cost**
- **Standard Cost**
- **Serial Number**
- **Lot Number**
- **Fixed O/H**

The following describes the different costing methods:

LIFO & FIFO	These costing methods group inventory into separate quantities based on unit cost. These **"layers"** of different costs accumulate over time as your purchase price of inventory changes. Each time a receipt of inventory is recorded into the system at a new cost, a new cost layer is added. As you record withdrawals, the **LIFO** method removes inventory from the last layer first. **FIFO** removes inventory from the earliest layer first.
Average	Average Costing is the default method utilized by the system. This costing method provides a weighted average unit cost for your inventory. The unit cost is recalculated after each receipt. The formula for this calculation is: **Unit Cost =** ***(current total cost + total cost of receipt)*** **divided by** ***(current total quantity + total quantity received)***
Latest Unit Cost	This costing method calculates the value of your inventory based on the unit cost of the last receipt. In other words, after each receipt, total cost is recalculated as: **Total Cost =** ***(quantity received + total current quantity)*** **x** ***(unit cost of last receipt).***
Standard Cost	This method uses a predefined unit cost for all inventory items. No matter what the actual cost of a receipt, the inventory will always be valued at the predefined unit cost that you establish during inventory item addition or changes. At month's end, a comparison between actual inventory costs and standard costs are normally calculated and posted to a **"Standard Variance"** account. ***(See your accountant for details.)***
Serial Number	This costing method records an individual serialized inventory item into each cost layer. These **"layers"** of individual items are established when receipts of inventory are recorded and Serial Number(s) are assigned for the quantities received. This assignment is on an individual, item by item basis. Costs are also based on individual items. As you record withdrawals, the system will prompt the user for the Serial Number(s) being withdrawn. All transactions are updated to the Inventory transaction file in detail for reporting and historical purposes.

Lot Number	This costing method records ***"lots"*** of inventory items into individual cost layers. These **"layers"** of items are established when receipts of inventory are recorded and a Lot Number is assigned for the quantities received. This assignment is on a user defined basis. Lot Numbers represent a ***"likeness"*** in items. Costs are also based on individual cost layers. As you record withdrawals, the system will prompt the user for the Lot Number(s) being withdrawn. All transactions are updated to the Inventory transaction file in detail for reporting and historical purposes.
Fixed O/H	This costing method records **"fixed overhead"** into a single cost layer. This may be used to transfer or incorporate an additional cost or fixed overhead for a project or service. There are no quantities maintained and the cost layer has no value that affects the balance sheet in the General Ledger.

NOTE

Any time you record a withdrawal or transfer which exceeds the quantity on hand, your inventory program will **NOT** allow a negative quantity to be recorded in your cost layers. Instead, zero quantity will be displayed as on-hand and the field named **"Quantities to Adjust"** will reflect the negative quantity.

After you make the adjustment for the over-withdrawal through some type on inventory receipt, you should execute one of the "Cost of Sale Adjustments" options.

CHANGING COSTING METHODS

The inventory costing method is defined by **"inventory item."** When you add inventory items to the system, you will be prompted for a costing method as one of the required data items. Once your inventory is set up, you should not change the costing method. However, if you must change the method, these steps should be followed:

1. Backup your inventory data files.
2. Print the complete ***"Cost Layer Report."***
3. Zero each cost layer in the ***"Set Up Initial Cost Layers," "Delete Cost Layers"*** option.
4. Manually recalculate cost for each item based on the new costing method.
5. Change costing method, then input the new cost layer information in the ***"Set Up Initial Cost Layers," "Enter New Cost Layers"*** option.
6. Print the *"**Cost Layer Report"*** to verify that all costs have been adjusted properly.
7. Make any adjustments necessary to the balance sheet by way of journal entry in the General Ledger.

SERIALIZED AND LOT INVENTORIES

This section will discuss two commonly used costing methods of inventory control.

Serialized Inventory

Serialized Inventory is a costing method normally associated with inventory items that require tracking for recall or warranty purposes. The optimal use of this costing method requires you to track the purchase and sale of each individual serialized item in stock. All Serial Number type inventory items will have purchase and sales information recorded automatically at the time the transaction is entered into the system. The purchase information, recorded from the Accounts Payable or Purchase Order modules, includes the date of purchase, the vendor number, the vendor's invoice number and the unit cost.

The sales information, recorded from the Accounts Receivable, Sales Order Entry or Point of Sale modules, includes the date sold, the customer number, the sales invoice number and the sales price. This information can be obtained from the Inventory Detailed Transaction Report. The Detailed Transaction Report may be run using a ***"mask"*** on the Serial Number. This will filter out all other transactions so that only those transactions matching the Serial Number entered will be presented on the report.

Conceptually, there is only one part number created for a product which requires Serial Number assignment. This is your main part number. When you set up your inventory, you will need to establish your initial cost layers for each individual serialized item for that product.

When you add new cost layers to a Serial Number type inventory item, the system will prompt you for additional information about each individual Serial Number that you assign. This information includes the Serial Number assignment, unit cost, an additional description line, a bin number, a warranty flag and two lines of comments. Once your initial inventory is set up, normal daily processing will continue to prompt you for this additional information whenever the system recognizes the purchase of a serialized item. At the time of recording receipts of inventory, the system will request the Serial Numbers being added to your stock. When you sell a serialized item, the system will request the Serial Numbers being withdrawn from your stock.

Serialized items can be flagged as ***"warranty"*** items. When these items are received into stock, they should be recorded as having a warranty. There are comment lines available to describe the type of warranty or any other pertinent information about this individual item. If an item is flagged as a ***"warranty"*** item, the system will retain all purchase and sales information about that individual item. This information can be viewed from the ***"View Sold Serial/Lot Data"*** option in ***Set Up Initial Cost Layers***.

Lot Inventory

Lot Inventory is a costing method normally associated with inventory items that are grouped together, having a ***"likeness"*** which would categorize them as a ***"lot."***

Unlike Serialized Items, Lot Number items can be stored with multiple quantities. For example, you received four **(4)** cases of red paint which was manufactured at two different plants. The manufacturer has marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. You can record the receipt of this stock on two separate line items, two cases with Lot Number **"123"** and two cases with Lot Number **"789."**

During the set up of Inventory Items, a **"cost label"** can be assigned to describe or distinguish the lots to be entered for the item. For example, you may have a shoe store, which carries boots. The boots can be stored as lots with the label **"Style/Color/Sz."** The store may also carry accessories for boots, such as anklets or taps, which may only require a cost label of **"Style/Color."** Each **"lot"** inventory item can have a different cost label.

All Lot Number type inventory items will have purchase and sales information recorded automatically at the time the transaction is entered into the system. The purchase information, recorded from the Accounts Payable or Purchase Order modules, includes the date of purchase, the vendor number, the vendor's invoice number and the unit cost.

Each lot or group of items should be recorded as separate line items so that the system can distinguish the difference between groups within a specific inventory item number. The sales information, recorded from the Accounts Receivable, Order Entry or Point of Sale modules, includes the date sold, the customer number, the sales invoice number and the sales price.

When a sale is entered, the system will request the user to enter or select the **"lot"** to withdraw the items from. If there is not a sufficient amount in that particular lot, the system will prompt the user to select another lot to withdraw from. The system will continue to prompt for additional lot numbers until the quantity sold has been sufficed.

This information can be obtained from the Inventory Detailed Transaction Report. The Detailed Transaction Report may be run using a **"mask"** on the Lot Number. This will filter out all other transactions so that only those transactions matching the Lot Number entered will be presented on the report. Conceptually, there is only one part number created for a product that requires Lot Number assignment. This is your main part number. When you set up your inventory, you will need to establish your initial cost layers for each lot for that product.

When you add new cost layers to a Lot Number type inventory item, the system will prompt you for additional information about each Lot Number that you assign. This information includes the Lot Number assignment, unit cost, an additional description line, a bin number, a warranty flag and two lines of comments.

Once your initial inventory is set up, normal daily processing will continue to prompt you for this additional information whenever the system recognizes the purchase of a lot item. At the time of recording receipts of inventory, the system will request the Lot Numbers being added to your stock. You will have the option to add to an existing lot or add a new lot for this inventory item number. When you sell a lot item, the system will request the Lot Number being withdrawn from your stock.

Lot Number items can be flagged as **"warranty"** items. When these items are received into stock, they should be recorded as having a warranty. There are comment lines available to describe the type of warranty or any other pertinent information about this individual item. If an item is flagged as a **"warranty"** item, the system will retain all purchase and sales information about that lot. This information can be viewed from the "**View Sold Serial/Lot Data**" option in **Set Up Initial Cost Layers.**

WAREHOUSE TRACKING

The system also allows you to track inventory across several stores, warehouses, or other locations. This section will discuss two different methods of tracking inventory information, Multi-Location Inventory Tracking and Multi-Warehouse Inventory Tracking.

Multi-Location Inventory Tracking

Inventory can be maintained on a multi-location basis, as well as be easily transferred between warehouses using the ***"Record Inter-Company Transfers"*** option. Multi-Location Inventory tracking is a method of tracking and distributing inventories from multiple locations.

Conceptually, each location will have its own company set up including a minimum of the General Ledger and Manufacturing Inventory Management modules. Each location may, in fact, run all modules, including Payroll. This will facilitate the requirement to track the **"Due To/Due From"** entries that are created when the inventories are transferred from the one location to another.

The following procedures may be very helpful, too, in utilizing this feature:

1. Establish the locations in the "Set up Inventory Locations" option. During the set up of each location, you will be asked for the company number, a description of the location, and the Inventory Data Path. You will also be asked for the AP and AR accounts which will be used for the "Due To/Due From" entries that are created, as well as whether this company's inventory files will allow a direct update.

   Inventory can only be transferred from the originating location to the destination location. The location requesting the inventory can not ***"take"*** inventory from the source location. However, Inquiries may be performed to view the on-hand and available quantities of any location, central or individual site.

2. Inventory transfers of stock from one location to another can be recorded through the "Record Inter-Company Transfers" option. Inventory will be transferred out of the source company's inventory, to arrive at a per unit cost that will be received into the destination company's inventory.

   The system will create all the accounting entries necessary for both sides of the transaction. It will decrease (credit) the inventory and increase (debit) a Receivable account in the source location's General Ledger. In the destination location's General Ledger, it will show an increase (debit) in Inventory and an Increase (credit) in a Payable account.

   Audit Trails will be printed to verify the transfer procedure for the transaction. The source company's audit will show the inventory withdrawn, while the destination company's audit report will show the receipt of the inventory. All transfer information will be stored in the inventory transaction files in both companies. The Inventory Detailed Transaction Report may be run to access this information at a later date.

Multi-Warehouse Inventory Tracking

Inventory can be maintained on a multi-warehouse basis, as well as be easily transferred between warehouses using the ***"Record Transfers"*** option. This is true for all inventory costing methods except for the case of Serialized or Lot Numbered items. These costing methods can not be used to their full advantage in conjunction with Multi-Location Inventory Tracking.

The following procedures may be very helpful, too, in utilizing this feature:

1. Establish the location as one of the Lot Numbers assigned to a specific inventory item. The inventory item will need to be classified as a **"Lot Number"** costing method. The **"cost label"** can then describe the warehouse location. For example, the cost label may be ***"Warehouse No."*** or ***"Truck Number"*** or ***"Store Number."***
2. When adding the inventory for the warehouses, you will add Lots to each inventory item to define the inventories being stored at each location. Use the ***"Enter Initial Cost Layers"*** option to add the warehouse information as a lot number.

   For example, you may have two trucks ***(Numbers 101 and 105)*** which store inventory. Each inventory item will need to be classified as a Lot Number costing method. You will then add a Lot Number 101 and 105 for each inventory item. These lot numbers will then store the quantities stocked on each truck.

   Inventory transfers of stock from one location to another can be recorded through the ***"Record Transfers"*** option. Inventory will be transferred out of the one item's lot number, to arrive at a per unit cost that will be received into the destination item's lot number.

   When printing inventory reports you may include the inventory for all locations, groups of locations, or a single location. This reporting flexibility is handled by the report ***"mask"*** for Serial/Lot Number.

   Every time you print an inventory report you can specify a Serial/Lot Number mask to include only the inventory items within a certain location. This masking concept is explained in more detail in your **System Administrator** manual.

UNIT OF MEASURE CONVERSION

The Manufacturing Inventory Management system allows for the conversion of multiple units of measure. This will facilitate the need to store inventory in a ***"stocking unit of measure,"*** while being able to receive and sell it in different units of measure. The ***"stocking unit of measure"*** will be the smallest level of stocking ***(usually each).*** On each individual inventory item, you can define up to ten **(10)** different unit of measure conversions.

Each of the unit of measure conversions will define a four **(4)** character *(alpha/numeric)* unit of measure identifier, a multiplying factor and a price level. Pricing Levels can also be defined by implementing special Price Plans. You may set up a Price Plan to correspond with an individual unit of measure, such as **"dozens."** Include in that price plan, all inventory items that would have a unit of measure of **"dozens."** The pricing established in that Price Plan should be pricing based on **"dozens."**

All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are ***"special price plans"*** and should not be assigned to any customer. When inventory is being received either through Accounts Payable or Purchase Order modules and an inventory item has a unit of measure conversion defined, the system will prompt the user for the unit of measure to receive by.

A ***"pop-up"*** window will appear with the available unit of measures defined for that inventory item. When the unit of measure is selected, the system will retrieve the multiplying factor and calculate the quantities being received and update the inventory files with the lowest level of stock ***(stocking unit of measure).*** Likewise, when you are selling inventory, you will receive the opportunity to choose the unit of measure in which to sell the inventory item. By using the multiplying factor the system can calculate the quantities required at the lowest level and withdraw them for the sale of merchandise.

HISTORICAL INFORMATION

Historical information is tracked for each inventory item in two different ways:

- **Accounting Period for Purchases, Sales and Cost of Sales**
- **Transaction Detail**

These two kinds of historical tracking are the basis for a number of the management reports and graphs in the system.

Accounting Period	First, summary information is maintained by accounting period for purchases and sales. This information consists of the following: • **Quantity purchased** • **Dollar value of purchases** • **Quantity sold *(withdrawn)*** • **Dollar sales** • **Dollar value of goods sold *(cost of sales)***
Transaction Detail	The second type of historical information maintained by the system is the transaction detail. Every transaction that affects an inventory item is printed on a transaction register.

SYSTEM INTEGRATION

This section includes a brief overview of how the Inventory system integrates with various other accounting modules. These modules include; **Job Cost Main Module, General Ledger, Accounts Payable, Purchase Order Entry, Accounts Receivable, Sales Order Entry** and **Point of Sale**. Job Cost Main Module and the General Ledger modules are the only modules which Inventory directly updates.

All other modules either update Inventory or directly access the inventory files to retrieve necessary information.

Integration w/Job Cost Main Module

The **Job Cost Main Module** allows the transfer of inventory items **to** and **from** the Inventory module. The option to transfer items **"to"** a specific job or project removes inventory quantities on hand and increases **"costs"** to that project based on the costing method set up in the Inventory Master Configuration.

Likewise, the option to transfer items **"from"** a specific job or project increases inventory quantities on hand and decreases **"costs"** to that project. This can be used for removing items that are not actually used on a job/project or this can be the mechanism to **"transfer"** inventory items that have been assembled or manufactured as a job back to the finished good inventory. Once received back into inventory as a finished good, the new item(s) may be processed just like any other inventory item.

Integration w/General Ledger

If the Inventory module is interactive with the **General Ledger** module, the following General Ledger transactions will be posted every time you execute the specific inventory transaction.

IM Transaction:

	DEBIT	CREDIT
RECORD A WITHDRAWAL		
Cost of Sales Account	**X**	
Asset Account		**X**
RECORD A RETURN		
Cost of Sales Account		**X**
Asset Account	**X**	
Source Asset Account		**X**
Destination Asset Account	**X**	
UPDATE BOOK AFTER PHYSICAL COUNT		
Asset Account		**X**
Shrinkage Account	**X**	

You may update your general ledger at any time by entering General Ledger and executing the ***"Post Integration Files"*** option. ***(See your General Ledger manual for details.)*** Or, if you choose the option ***"Automatically Post Integration Modules"*** in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Manufacturing Inventory Management system.

Integration w/Accounts Payable

The **Accounts Payable** module allows the update of inventory information during the Accounts Payable options of Vouchering Invoices and Writing Single Checks. These options allow you to record the physical receipt of purchased inventory. The update to inventory is exactly the same as the update which occurs when you execute the Inventory option ***"Record Receipts;"*** except that the General Ledger update is handled by Accounts Payable instead of Inventory.

In addition, both of these Accounts Payable options allow you to add a new inventory item, in case you receive new stock that has not yet been set up in your inventory files.

Integration w/Purchase Order Entry

The **Purchase Order Entry** module provides two primary interfaces with Inventory. First, during the writing of the Purchase Order, you may retrieve the individual inventory items for inclusion on a purchase order. The description, unit of measure, unit cost, and vendor's part number will be automatically retrieved.

Upon validation of the purchase order, inventory will be updated for the new amount on-order in exactly the same manner as the ***"Record Purchases"*** option in the Inventory module. The second interface occurs when you execute the Purchase Order option of recording receipts. This option updates Inventory in the exact same way as the Accounts Payable module option of recording receipts as described above.

Integration w/Accounts Receivable

The **Accounts Receivable** interface is somewhat of a two way street; however, Accounts Receivable does all the work. When writing or recording invoices and other transactions in Accounts Receivable, the inventory item's default sales code, descriptions, unit of measure, costs, and price tables are retrieved. The sales code, costs and prices are used to update the Accounts Receivable sales journal and historical files. The other information is printed on the invoice for billing description purposes. The update performed in Inventory upon validation of these transactions is identical to the Inventory option of ***"Record Withdrawals,"*** except that the General Ledger update is handled by Accounts Receivable.

Integration w/Sales Order Entry

The **Sales Order Entry** module provides two primary interfaces with Inventory. First, during the writing of the Sales Order, you may retrieve the individual inventory items for inclusion on a sales order. The description, unit of measure, price table, and sales code will be automatically retrieved. Upon validation of the sales order, inventory will be updated for the new quantity reserved to ship in exactly the same manner as the ***"Record Sales Orders"*** option in the Inventory module. The second interface occurs when you execute the Sales Order option of recording shipments. The update performed in Inventory upon validation of these transactions is identical to the Inventory option of ***"Record Withdrawals,"*** except that the General Ledger update is handled by Accounts Receivable.

Integration w/Point of Sale

The **Point of Sale** module integrates with Inventory in exactly the same manner as Accounts Receivable. When recording a sale in Point of Sale, the inventory item's default sales code, descriptions, unit of measure, costs, and price tables are retrieved. The sales code, costs and prices are used to update the Point of Sale sales journal and historical files. The other information is printed on the invoice for billing description purposes.

The update performed in Inventory upon validation of these transactions is identical to the Inventory option of ***"Record Withdrawals,"*** except that the General Ledger update is handled by Point of Sale.

DATA FILE DESCRIPTIONS

The Inventory module utilizes the following data files:

1) **Master Configuration File**
2) **Inventory Item File**
3) **Transaction File**
4) **Assembly File**
5) **Cost Layer File**
6) **Location File**
7) **Price Plan Master File**
8) **Price Plan Detail File**
9) **General Ledger Integration File**

The following is a brief description of these files:

File Name	Description
Master Configuration File (filetype: IM00) (filename: coIM0.dbf, where "co" is the company number).	This file contains certain configuration information such as your item number components, costing method, systems to integrate with, etc.
Inventory Item File (filetype: IM01) (filenames: coIM1dy.dbf and coIM1dy.mdx, where "co" is the company number and "dy" is the fiscal year).	This yearly file contains all information that is pertinent to each individual inventory item such as quantities on hand and prices. Because it is a dated file, all **YTD** information will be cleared when the option to Start New Year's Files is run. However, all quantity amounts and

File Name	Description
	cost layers will remain in place from one year to the next. This file automatically records the Last Received Date, Received Quantity, and Last Received Unit Cost. These fields are automatically updated whenever a receipt transaction is posted and are displayed in the Cost Window of the Item Inquiry option.
Transaction File (filetype: IM02) (filenames: coIM2dy.dbf and coIM2dy.mdx, where "co" is the company number and "dy" is the fiscal year).	This yearly file is used to maintain transaction detail for all Inventory transactions for the entire year. The information stored in this file varies between transaction types; however, all information entered for each transaction will be stored in this file.
Assembly File (filetype: IM03) (filenames: coIM3.dbf and coIM3.mdx, where "co" is the company number).	This file contains the complete bill of materials for all assemblies and sub-assemblies.
Price Plan Master File (filetype: IM04) (filenames: coIM4.dbf and coIM4.mdx, where "co" is the company number).	This file contains the master information on the Price Plans set up in the system. This information consists of the plan name, description, beginning and ending dates, and the active status of each plan.
Price Plan Detail File (filetype: IM05) (filenames: coIM5.dbf and coIM5.mdx, where "co" is the company number).	This file contains the detail information of the plans set up in the Price Plan Master File. This information consists of the type of inventory items involved, the minimum and maximum quantities, and the pricing specifications. The **Price Plan Master File** and the **Price Plan Detail File** work together to give you the capability of a pricing matrix over and above the normal pricing conventions defined in the Master Configuration.
Cost Layer File (filetype: IM06) (filenames: coIM6.dbf and coIM6.mdx, where "co" is the company number.)	This file contains all cost layers for all inventory items. It maintains the cost layers as receipts of inventory are added and when withdrawals of inventory are taken.
Location File (filenames: sysIM7.dbf and sysIM7.mdx.)	This file contains information regarding multiple locations of inventory. This information includes the company number, description, inventory data path, and general ledger account numbers for Accounts Payable and Accounts Receivable accounts. This file resides in the **Infinity POWER** program directory.
U/M File (filetype: IM08) (filenames: coIM8.dbf and coIM8.mdx, where "co" is the company number.)	This file contains all the information regarding the Unit of Measure Conversion table for each individual inventory item. This includes the unit of measures, multiplying factors and price level assignment.
General Ledger Integration File (filename: IM2GL.co, where "co" is the company number).	If you are processing interactive with General Ledger, all transactions, which require General Ledger updates, will post to this file. Once the update is performed in General Ledger, this file will be cleared and made ready for new transactions.

PREPRINTED FORMS

The **Manufacturing Inventory Management** module utilizes no special preprinted forms. The system will print to peel-away labels for Price Labels and Bin Labels. The size label used for the Price Label utilizing Bar Code Printing is:

1” X 3 1/2”

The size label used for the Price Label utilizing standard formatting is:

1” X 3 1/2”

The size label used for the Bin Label is:

2” X 3 1/2”

MASKED FIELDS

This following field can be **“Masked”** when generating reports from the system:

Inventory Item Number

On the Detailed Transaction Report and the Cost Layer Report you can mask on the following field in addition to the Inventory Item Number.

Serial/Lot Number

BAR CODE READER

This section discusses the usage of Bar Code Readers with the Manufacturing Inventory Management module.

The Manufacturing Inventory Management system provides you with the ability to print Bar Code Price Labels that can be recognized by the system with an approved bar code reader.

The format of the label is as follows:

1) **Normal user readable text which contains the Item Description.**
2) **Normal user readable text which includes the Item's Part Number and Price.**
3) **Encoded Inventory Item Number.**

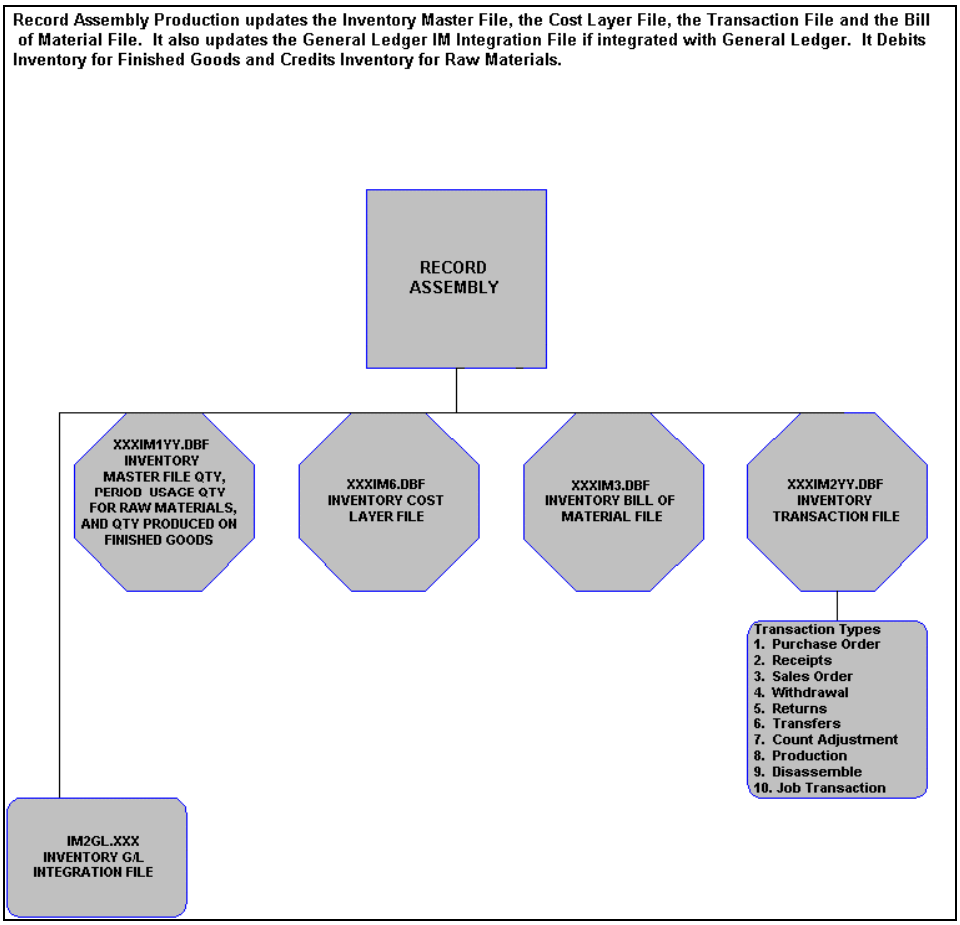
When using the bar code reader with **Accounts Receivable**, **Accounts Payable**, **Sales Order Entry**, **Purchase Order Entry**, and **Manufacturing Inventory Management**, pass the bar scanner over the item number. The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code.

You may use the bar code entry method any time you are prompted by the system to enter the inventory item number. The bar code scanner should be configured to automatically perform a carriage return after scanning the code. Keep in mind that the Inventory Item Number is coded as one **(1)** field of text. This means that the modules involved should be configured to **“Default to IM,”** because the Item Number segmentation is not supported.

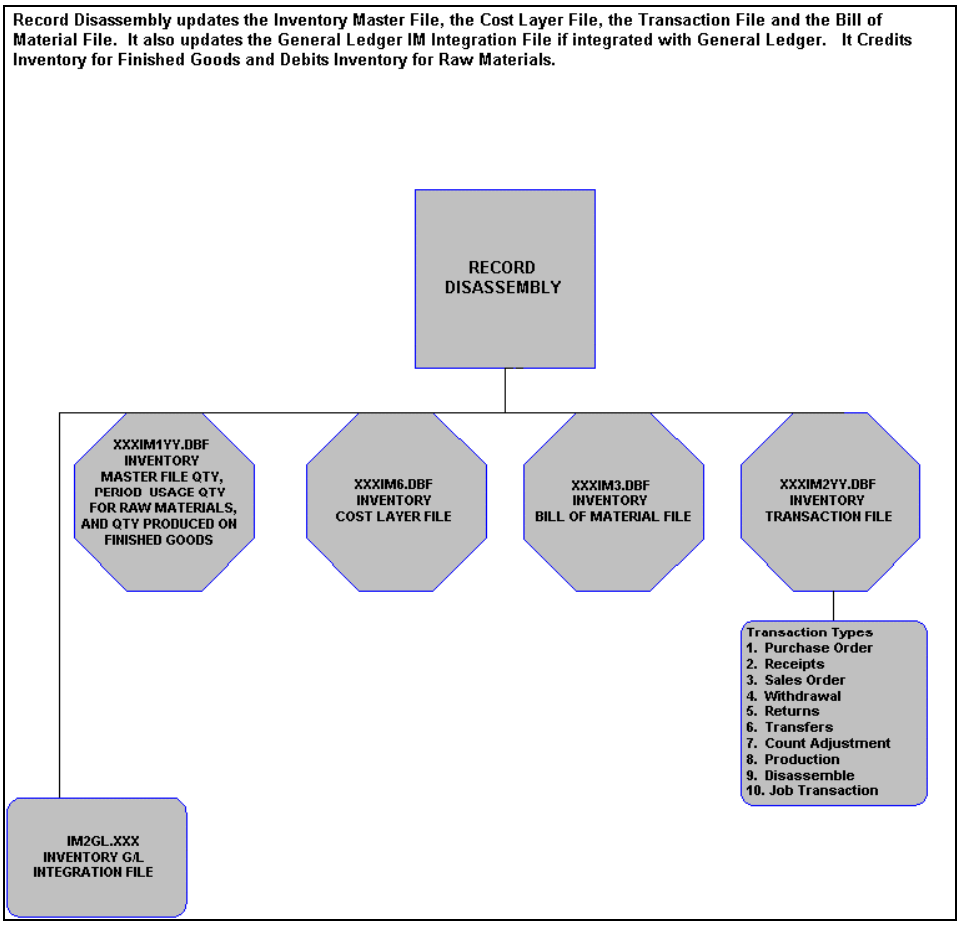
TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Manufacturing Inventory Management system.

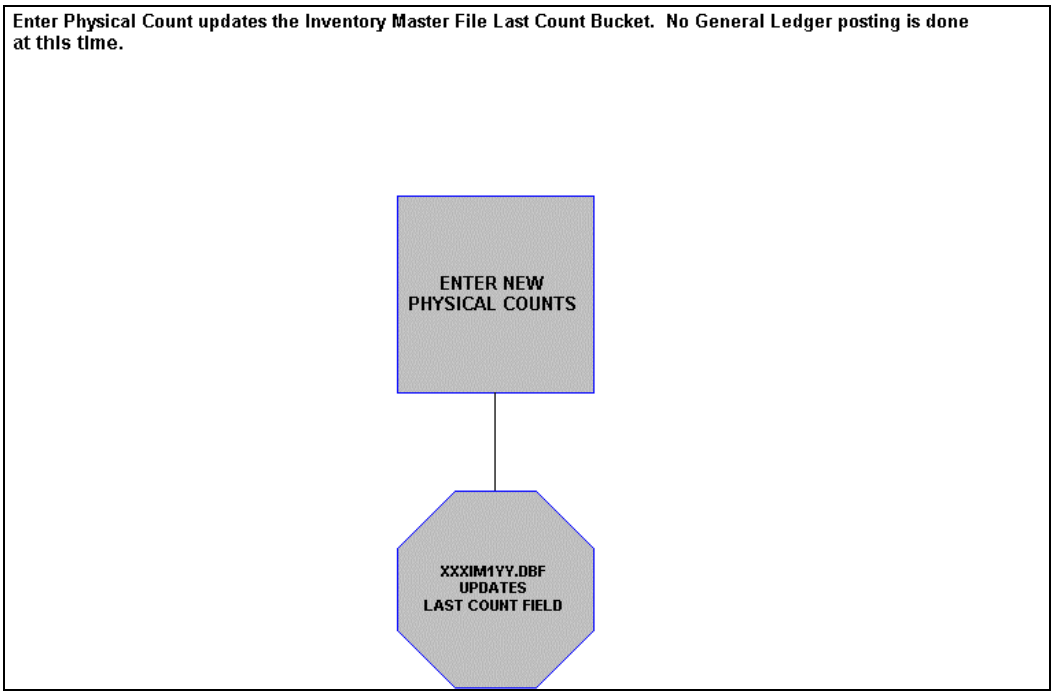
Record Assembly Production Flowchart


Record Assembly Production updates the Inventory Master File, the Cost Layer File, the Transaction File and the Bill of Material File. It also updates the General Ledger IM Integration File if integrated with General Ledger. It Debits Inventory for Finished Goods and Credits Inventory for Raw Materials.
RECORD ASSEMBLY
XXXIM1YY.DBF INVENTORY MASTER FILE QTY, PERIOD USAGE QTY FOR RAW MATERIALS, AND QTY PRODUCED ON FINISHED GOODS
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM3.DBF INVENTORY BILL OF MATERIAL FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

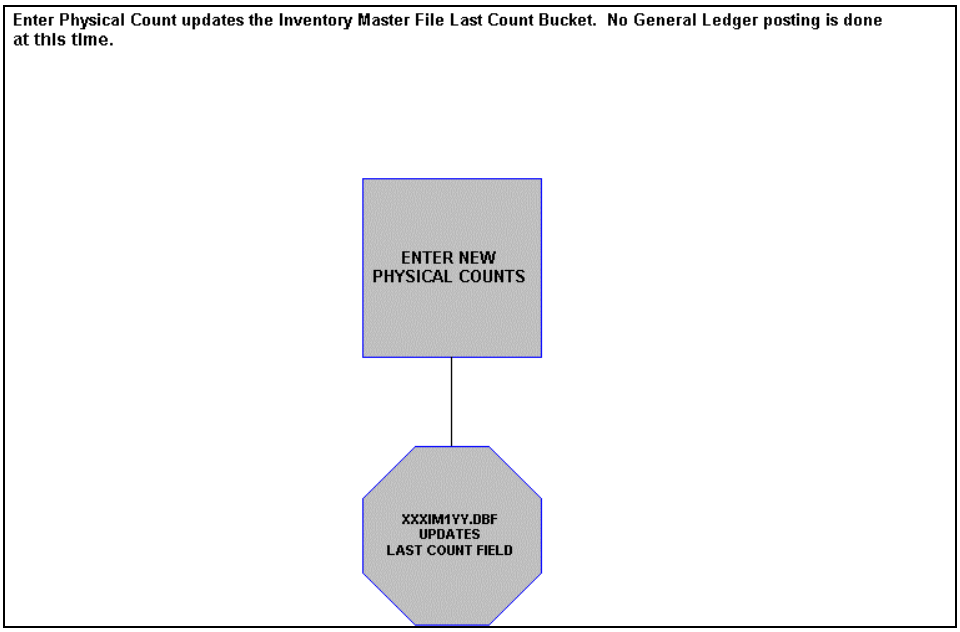
Record Disassembly Production Flowchart


Record Disassembly updates the Inventory Master File, the Cost Layer File, the Transaction File and the Bill of Material File. It also updates the General Ledger IM Integration File if integrated with General Ledger. It Credits Inventory for Finished Goods and Debits Inventory for Raw Materials.
RECORD DISASSEMBLY
XXXIM1YY.DBF INVENTORY MASTER FILE QTY, PERIOD USAGE QTY FOR RAW MATERIALS, AND QTY PRODUCED ON FINISHED GOODS
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM3.DBF INVENTORY BILL OF MATERIAL FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

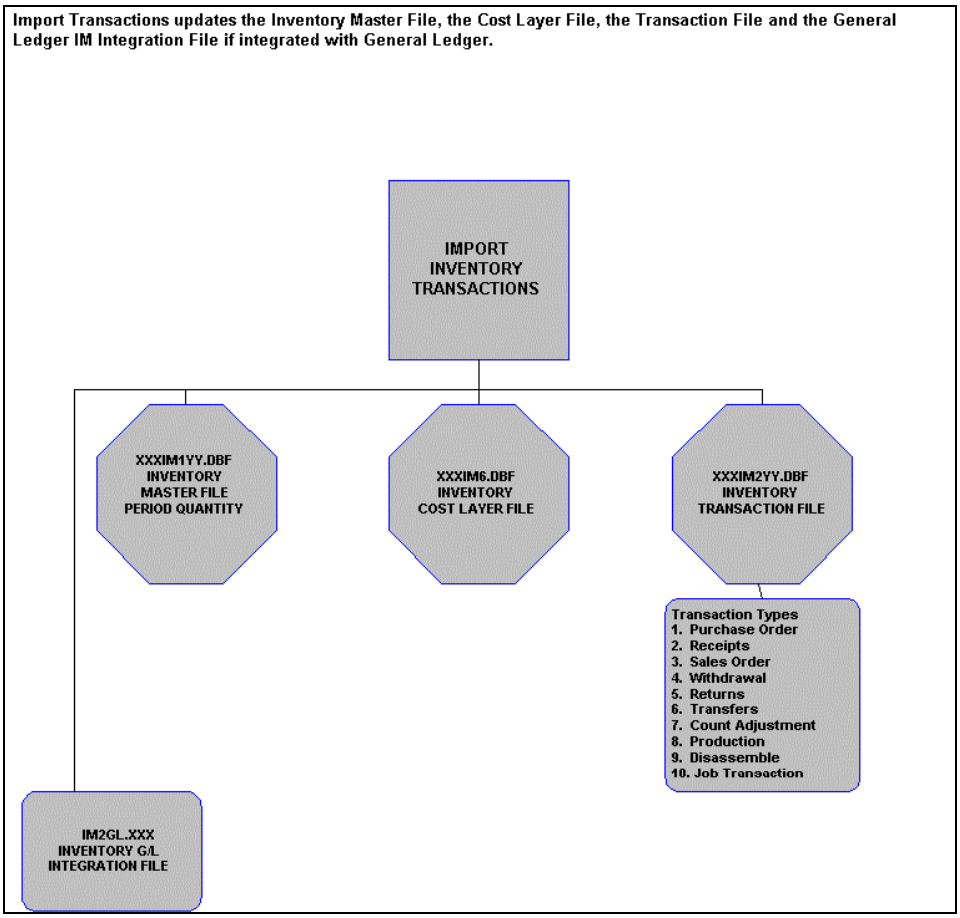
Physical Count Updates Flowchart


Enter Physical Count updates the Inventory Master File Last Count Bucket. No General Ledger posting is done at this time.
ENTER NEW PHYSICAL COUNTS
XXXIM1YY.DBF UPDATES LAST COUNT FIELD

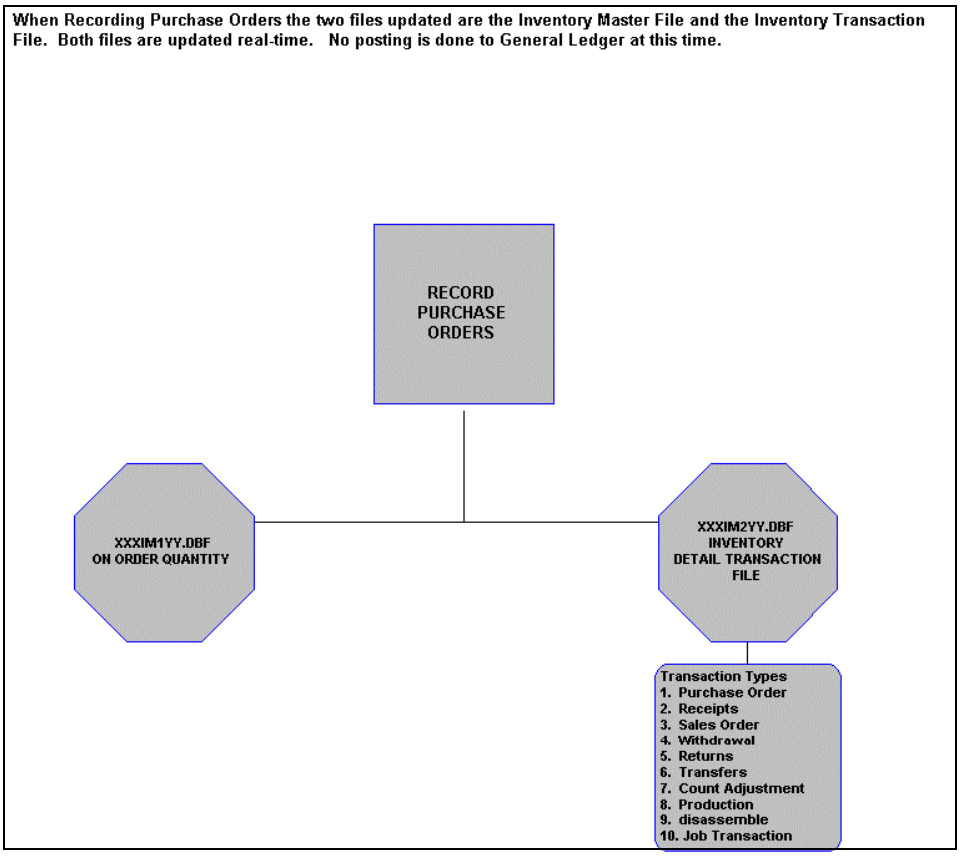
Update Physical Count Flowchart


Enter Physical Count updates the Inventory Master File Last Count Bucket. No General Ledger posting is done at this time.
ENTER NEW PHYSICAL COUNTS
XXXIM1YY.DBF UPDATES LAST COUNT FIELD

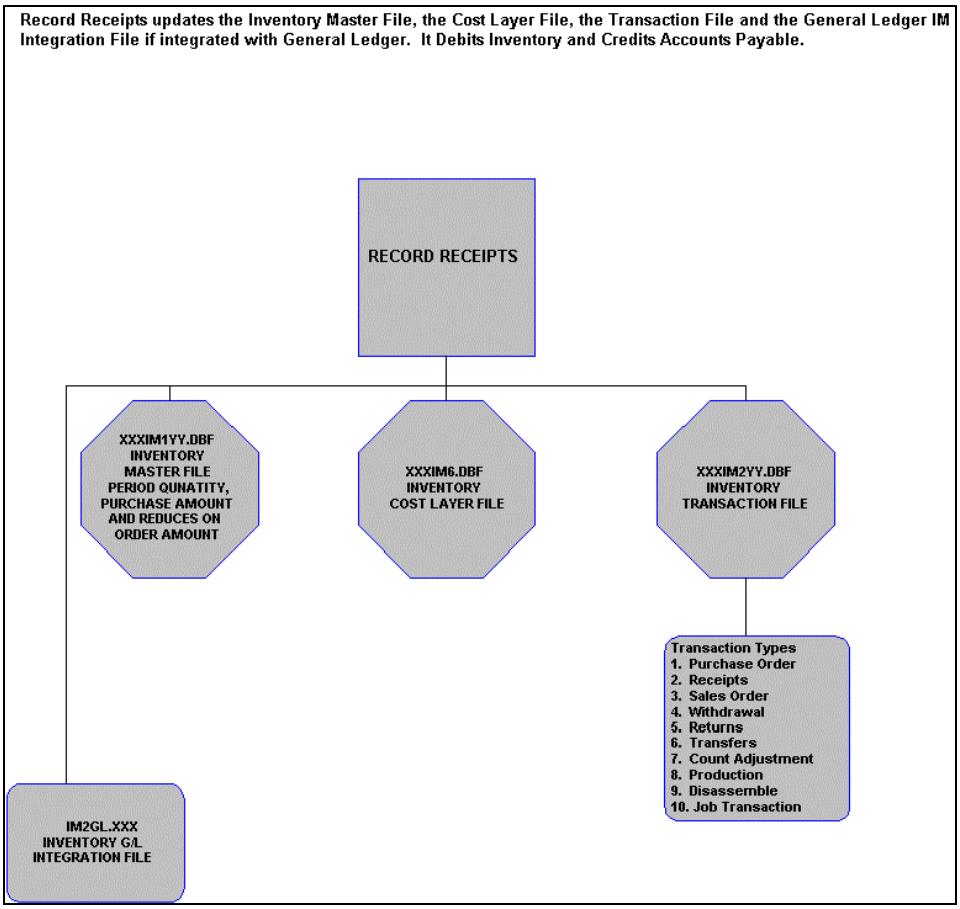
Import Transactions Flowchart


Import Transactions updates the Inventory Master File, the Cost Layer File, the Transaction File and the General Ledger IM Integration File if integrated with General Ledger.
IMPORT INVENTORY TRANSACTIONS
XXXIM1YY.DBF INVENTORY MASTER FILE PERIOD QUANTITY
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

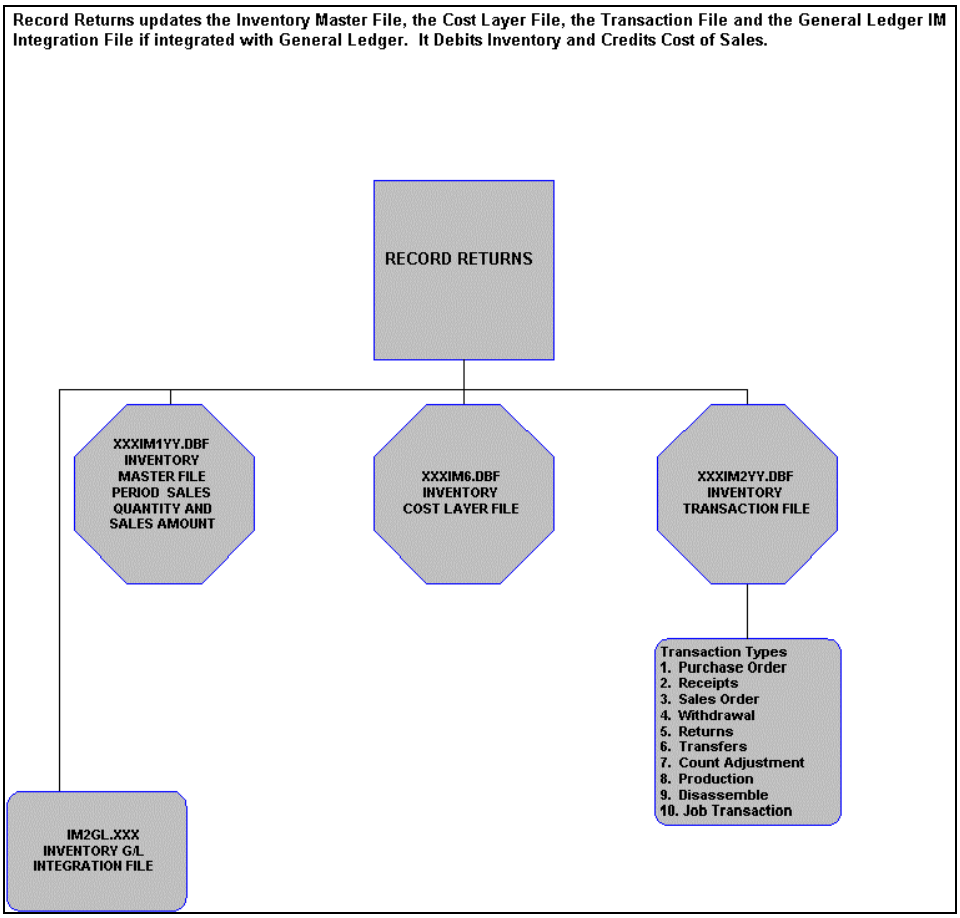
Recording Purchase Orders Flowchart


When Recording Purchase Orders the two files updated are the Inventory Master File and the Inventory Transaction File. Both files are updated real-time. No posting is done to General Ledger at this time.
RECORD PURCHASE ORDERS
XXXIM1YY.DBF ON ORDER QUANTITY
XXXIM2YY.DBF INVENTORY DETAIL TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. disassemble
10. Job Transaction

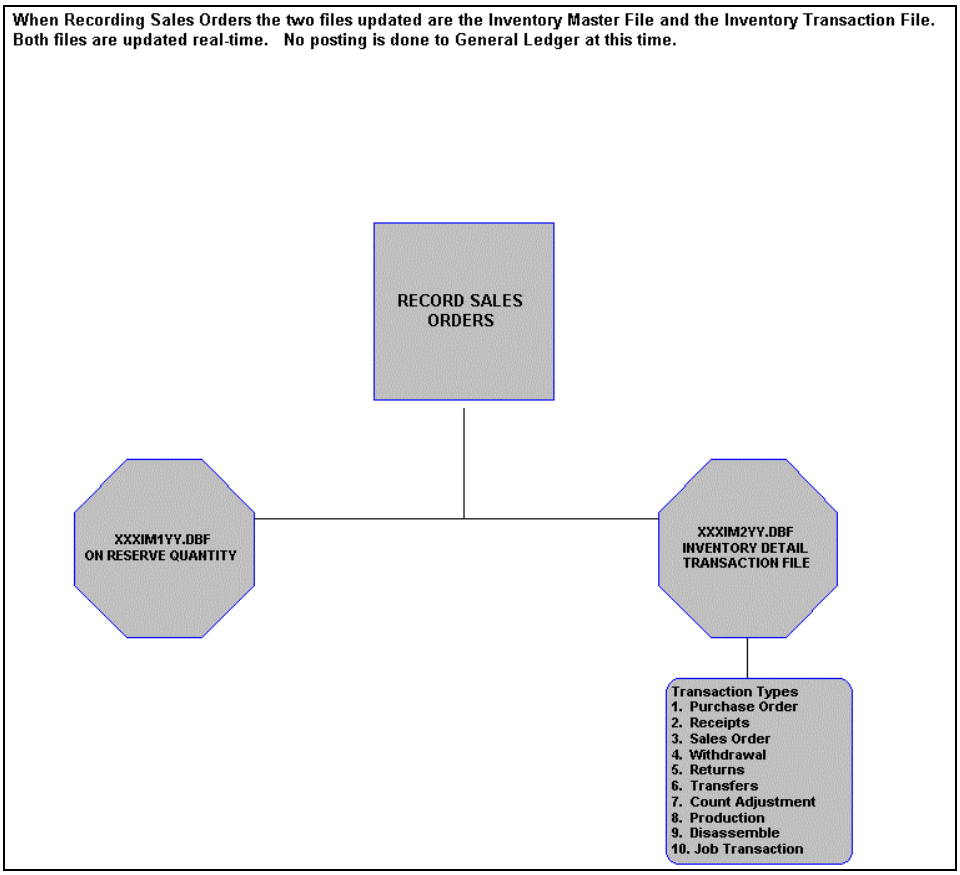
Record Receipts Flowchart


Record Receipts updates the Inventory Master File, the Cost Layer File, the Transaction File and the General Ledger IM Integration File if integrated with General Ledger. It Debits Inventory and Credits Accounts Payable.
RECORD RECEIPTS
XXXIM1YY.DBF INVENTORY MASTER FILE PERIOD QUNATITY, PURCHASE AMOUNT AND REDUCES ON ORDER AMOUNT
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

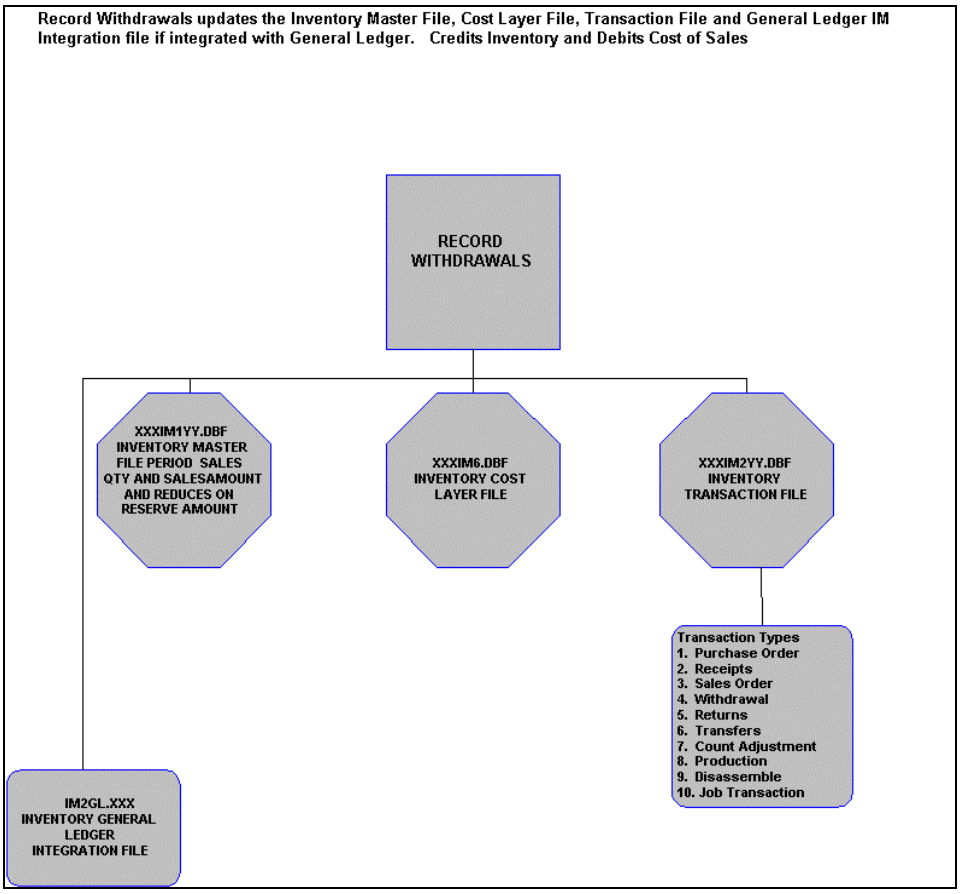
Record Returns Flowchart


Record Returns updates the Inventory Master File, the Cost Layer File, the Transaction File and the General Ledger IM Integration File if integrated with General Ledger. It Debits Inventory and Credits Cost of Sales.
RECORD RETURNS
XXXIM1YY.DBF INVENTORY MASTER FILE PERIOD SALES QUANTITY AND SALES AMOUNT
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

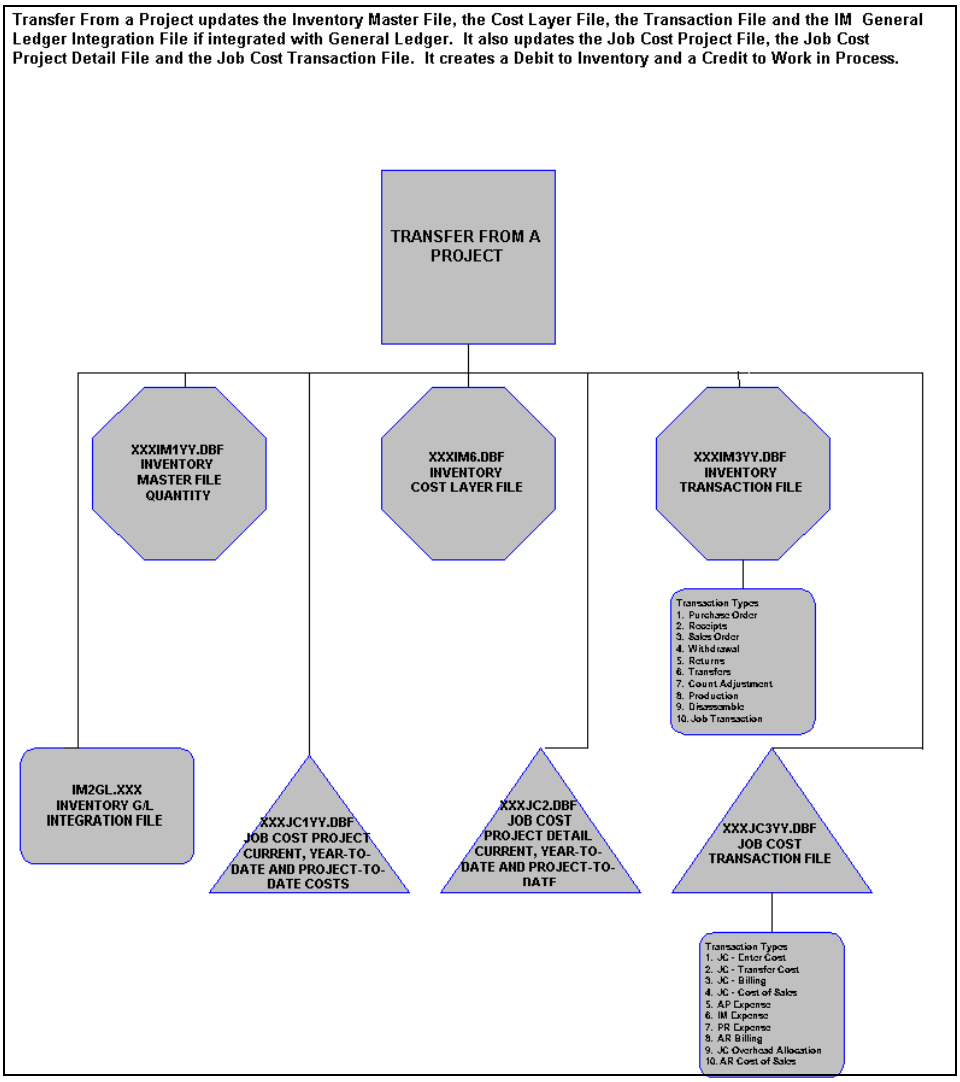
Recording Sales Order Flowchart



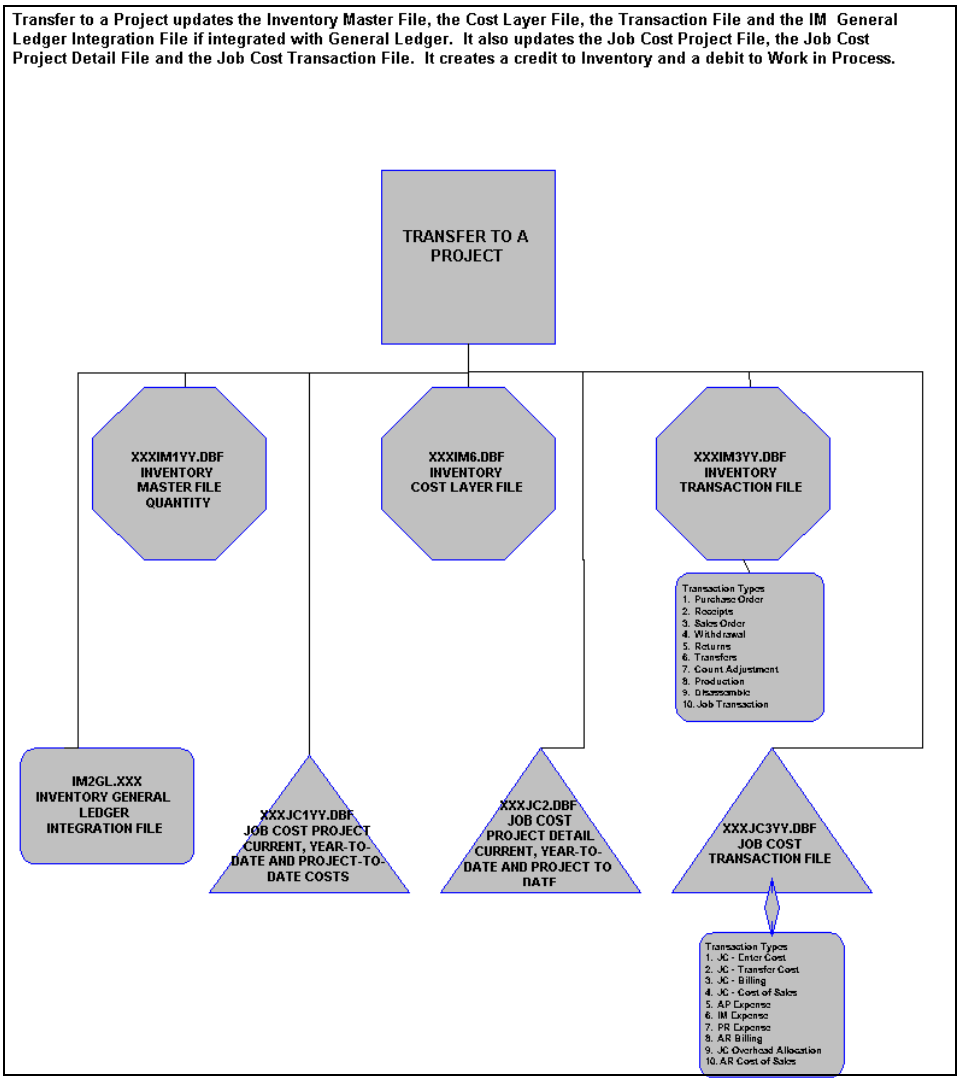
Record Withdrawals Flowchart


Record Withdrawals updates the Inventory Master File, Cost Layer File, Transaction File and General Ledger IM Integration file if integrated with General Ledger. Credits Inventory and Debits Cost of Sales
RECORD WITHDRAWALS
XXXIM1YY.DBF INVENTORY MASTER FILE PERIOD SALES QTY AND SALESAMOUNT AND REDUCES ON RESERVE AMOUNT
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY GENERAL LEDGER INTEGRATION FILE

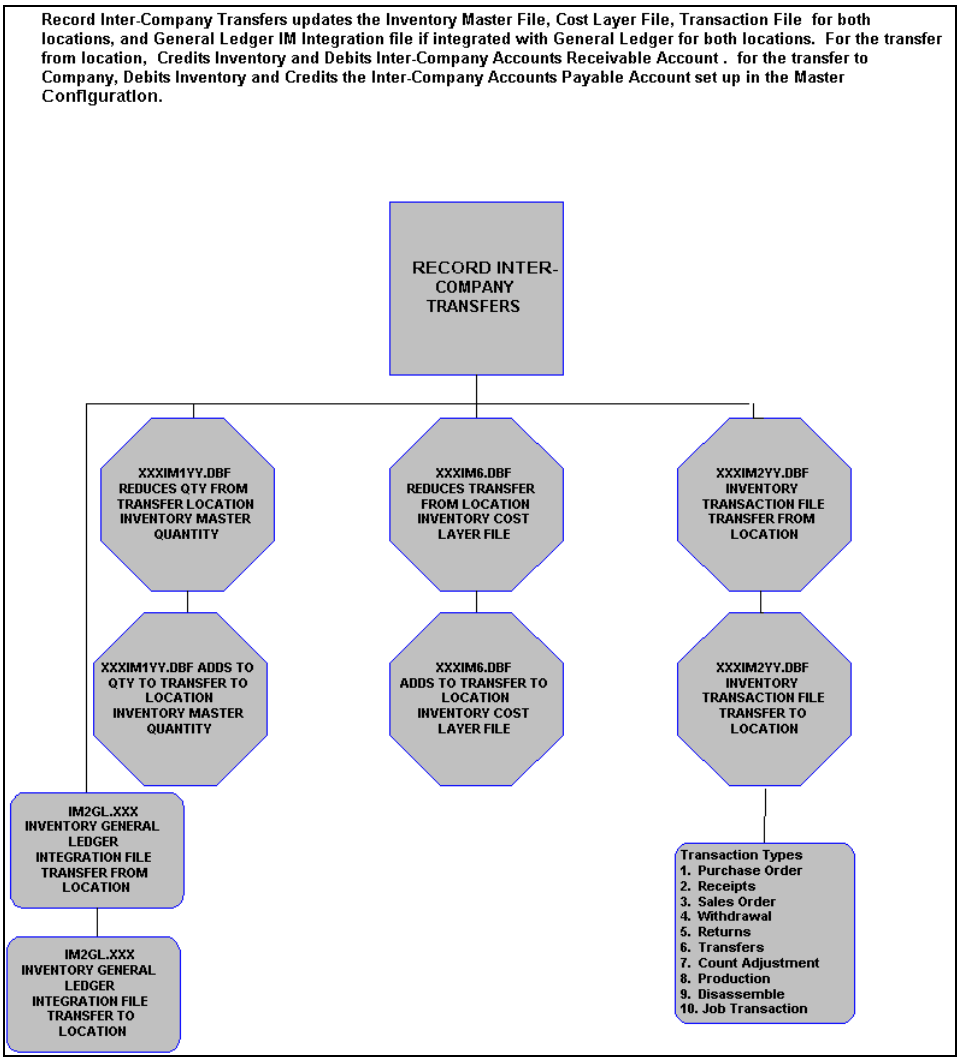
Transfer Inventory from a Project Flowchart


Transfer From a Project updates the Inventory Master File, the Cost Layer File, the Transaction File and the IM General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail File and the Job Cost Transaction File. It creates a Debit to Inventory and a Credit to Work in Process.
TRANSFER FROM A PROJECT
XXXIM1YY.DBF INVENTORY MASTER FILE QUANTITY
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM3YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE
XXXJC1YY.DBF JOB COST PROJECT CURRENT, YEAR-TO-DATE AND PROJECT-TO-DATE COSTS
XXXJC2.DBF JOB COST PROJECT DETAIL CURRENT, YEAR-TO-DATE AND PROJECT-TO-DATE
XXXJC3YY.DBF JOB COST TRANSACTION FILE
Transaction Types
1. JC - Enter Cost
2. JC - Transfer Cost
3. JC - Billing
4. JC - Cost of Sales
5. AP Expense
6. IM Expense
7. PR Expense
8. AR Billing
9. JC Overhead Allocation
10. AR Cost of Sales

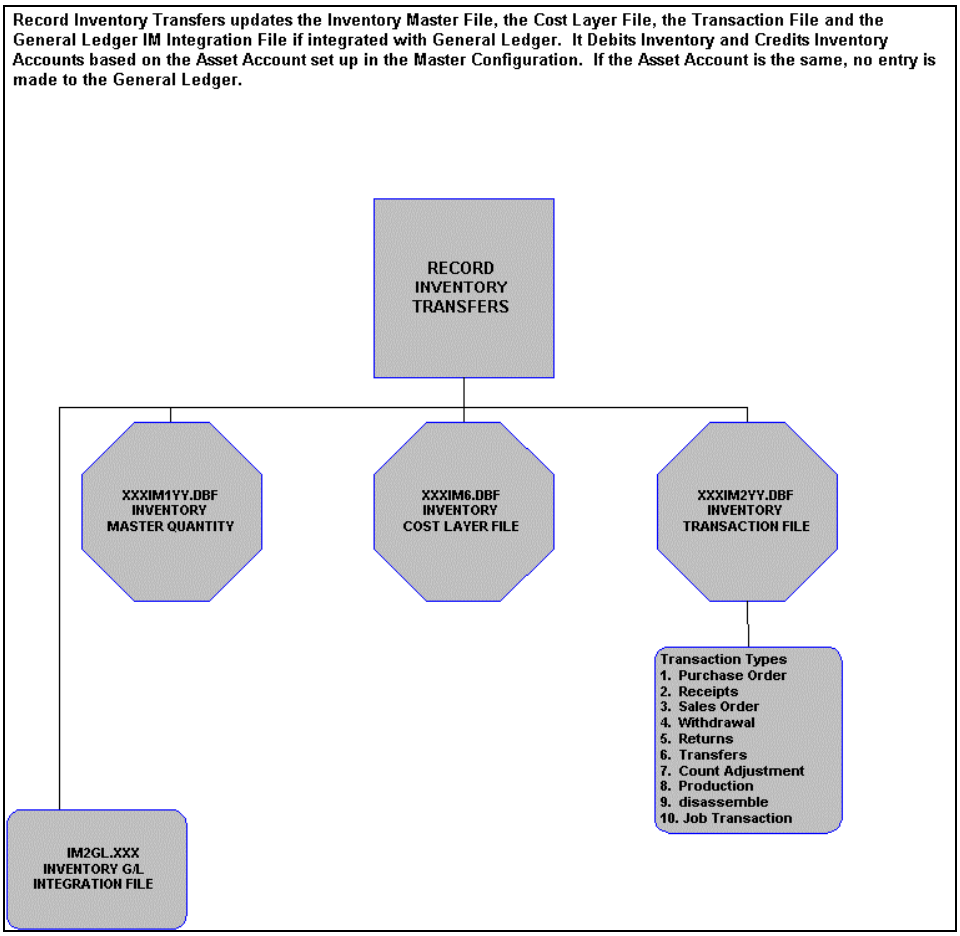
Transfer Inventory to a Project Flowchart


Transfer to a Project updates the Inventory Master File, the Cost Layer File, the Transaction File and the IM General Ledger Integration File if integrated with General Ledger. It also updates the Job Cost Project File, the Job Cost Project Detail File and the Job Cost Transaction File. It creates a credit to Inventory and a debit to Work in Process.
TRANSFER TO A PROJECT
XXXIM1YY.DBF INVENTORY MASTER FILE QUANTITY
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM3YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction
IM2GL.XXX INVENTORY GENERAL LEDGER INTEGRATION FILE
XXXJC1YY.DBF JOB COST PROJECT CURRENT, YEAR-TO-DATE AND PROJECT-TO-DATE COSTS
XXXJC2.DBF JOB COST PROJECT DETAIL CURRENT, YEAR-TO-DATE AND PROJECT TO DATE
XXXJC3YY.DBF JOB COST TRANSACTION FILE
Transaction Types
1. JC - Enter Cost
2. JC - Transfer Cost
3. JC - Billing
4. JC - Cost of Sales
5. AP Expense
6. IM Expense
7. PR Expense
8. AR Billing
9. JC Overhead Allocation
10. AR Cost of Sales

Record Inter-Company Transfers Flowchart


Record Inter-Company Transfers updates the Inventory Master File, Cost Layer File, Transaction File for both locations, and General Ledger IM Integration file if integrated with General Ledger for both locations. For the transfer from location, Credits Inventory and Debits Inter-Company Accounts Receivable Account . for the transfer to Company, Debits Inventory and Credits the Inter-Company Accounts Payable Account set up in the Master Configuration.
RECORD INTER-COMPANY TRANSFERS
XXXIM1YY.DBF REDUCES QTY FROM TRANSFER LOCATION INVENTORY MASTER QUANTITY
XXXIM6.DBF REDUCES TRANSFER FROM LOCATION INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE TRANSFER FROM LOCATION
XXXIM1YY.DBF ADDS TO QTY TO TRANSFER TO LOCATION INVENTORY MASTER QUANTITY
XXXIM6.DBF ADDS TO TRANSFER TO LOCATION INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE TRANSFER TO LOCATION
IM2GL.XXX INVENTORY GENERAL LEDGER INTEGRATION FILE TRANSFER FROM LOCATION
IM2GL.XXX INVENTORY GENERAL LEDGER INTEGRATION FILE TRANSFER TO LOCATION
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. Disassemble
10. Job Transaction

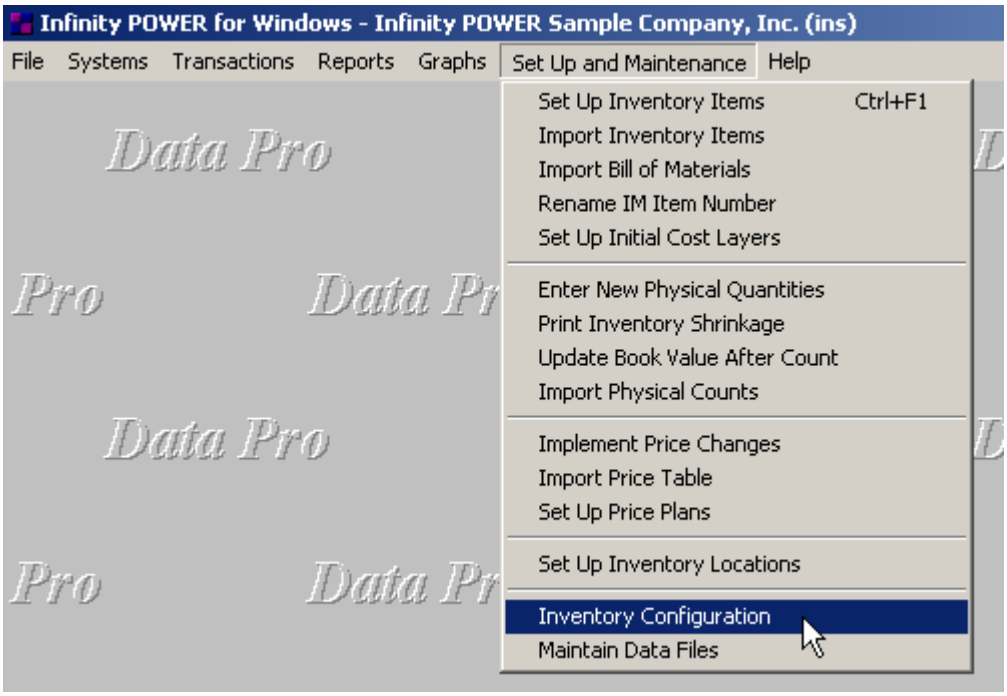
Record Inventory Transfers Flowchart


Record Inventory Transfers updates the Inventory Master File, the Cost Layer File, the Transaction File and the General Ledger IM Integration File if integrated with General Ledger. It Debits Inventory and Credits Inventory Accounts based on the Asset Account set up in the Master Configuration. If the Asset Account is the same, no entry is made to the General Ledger.
RECORD INVENTORY TRANSFERS
XXXIM1YY.DBF INVENTORY MASTER QUANTITY
XXXIM6.DBF INVENTORY COST LAYER FILE
XXXIM2YY.DBF INVENTORY TRANSACTION FILE
Transaction Types
1. Purchase Order
2. Receipts
3. Sales Order
4. Withdrawal
5. Returns
6. Transfers
7. Count Adjustment
8. Production
9. disassemble
10. Job Transaction
IM2GL.XXX INVENTORY G/L INTEGRATION FILE

CHAPTER 2 SET UP AND MAINTENANCE

This chapter will provide you with a step-by-step procedure for the initial set up and maintenance of your Inventory files. This section also discusses the routine maintenance associated with maintaining the Inventory data files. These options include setting up and changing the attributes of your inventory items, the set up of the bill of materials, an option to maintain your inventory files, an option to **"import"** items from other computer systems, and how to begin the new year's files.

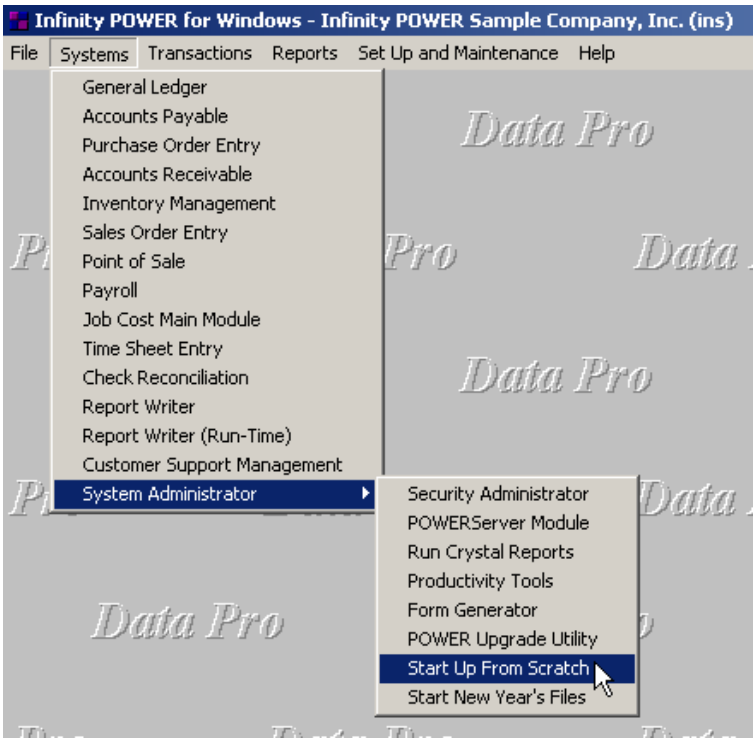
When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



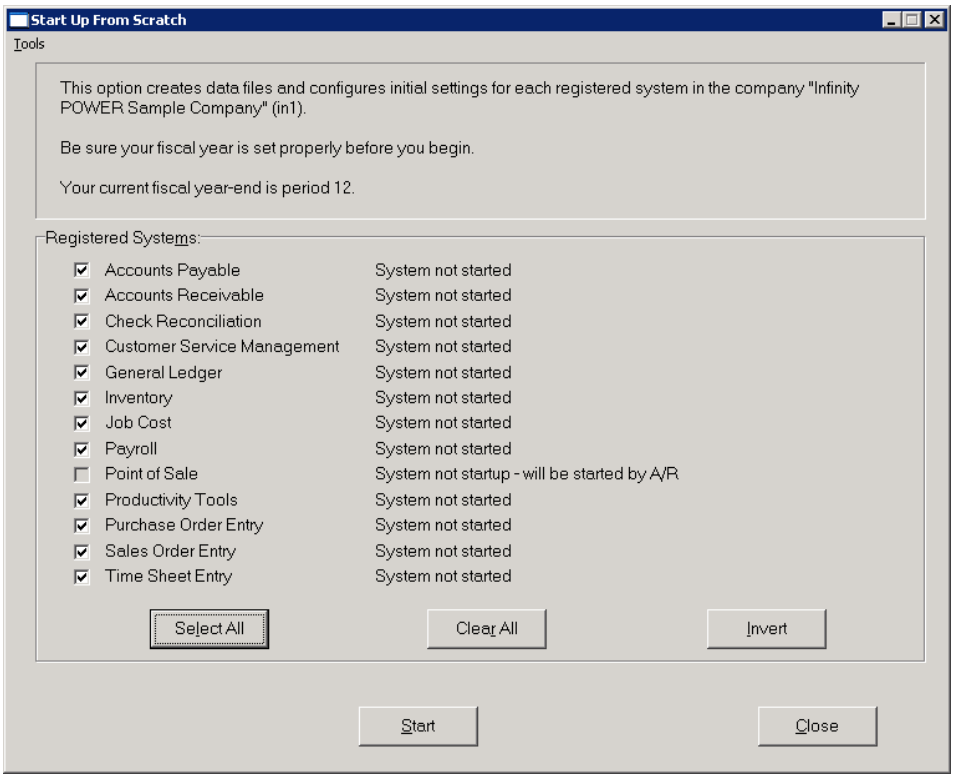
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, ***(Chapter 1)***, you are ready to set up your master Manufacturing Inventory Management files from scratch. Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

"Start Up From Scratch" is utilized to set up your initial Manufacturing Inventory Management and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Manufacturing Inventory Management option ***"Maintain Inventory Management Files."***



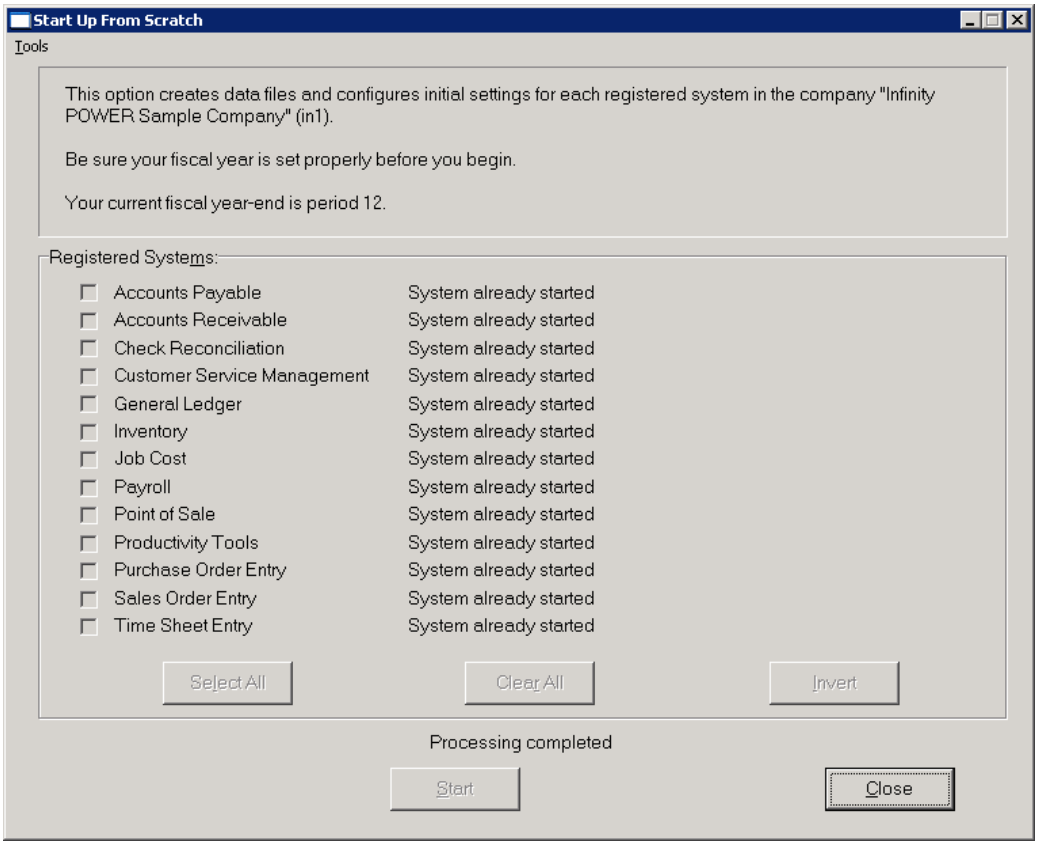
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not startup - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity POWER Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System already started
General Ledger System already started
Inventory System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Time Sheet Entry System already started
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"Manufacturing Inventory Management"** module to continue with the configuration functions to be described from here.

This procedure is performed only once. Thereafter, your files can be modified through the normal maintenance options. The Inventory system allows you the ability to custom configure your inventory item structure; the size, description, report titles, sorting methods, etc. Careful consideration and preplanning should be given when deciding on how you will identify your inventory items,

Your inventory item configuration will affect the way:

1) **Reports are printed.**
2) **What information is reported and printed.**
3) **How data is classified.**
4) **How data is retrieved *(sorted, searched, masked)*.**

Each one of the sub-menu options that follow in this chapter will step you through your Initial Set Up and Routine Maintenance Procedures.

Once you select this option, the following data files will be created:

File Name	Description
Master Configuration File (Filename: coIM0.dbf)	This file contains your Master Configuration, Price Level, and Integration with other modules information.
Inventory Item File (Filename: coIM1dy.dbf)	This file contains the information for your Company, Current Year's Cost & Historical Information and Inventory Item information.
Assembly File (Filename: coIM3.dbf)	This file contains the bill of materials information for each assembly inventory item.
Price Plan Master File (Filename: coIM4.dbf)	This file contains the master information on the Price Plans set up in the system. This information consists of the plan name, description, beginning and ending dates, and the active status of each plan.
Price Plan Detail File (Filename: coIM5.dbf)	This file contains the detail information of the plans set up in the Price Plan Master File. This information consists of the type of inventory items involved, the minimum and maximum quantities, and the pricing specifications. The price plan Master File and the Price Plan Detail File work together to give you the capability of a pricing matrix over and above the normal pricing conventions defined in the Master Configuration.
Cost Layer File (Filename: coIM6.dbf)	This file contains all cost layers for all inventory items. It maintains the cost layers as receipts of inventory are added and when withdrawals of inventory are made.
Location File (Filename: sysIM7.dbf)	This file contains information regarding multiple locations of inventory. This information includes the company number, description, inventory data path, and general ledger account numbers for Accounts Payable and Accounts Receivable accounts. This file resides in the Infinity POWER program directory.
U/M File (filename: coIM8.dbf)	This file contains all the information regarding the Unit of Measure Conversion table for each individual inventory item. This includes the unit of measures, multiplying factors and price level assignment.

NOTE

Attempting to execute this option after these files have already been set up will result in an error message that will not permit you to execute this option again.

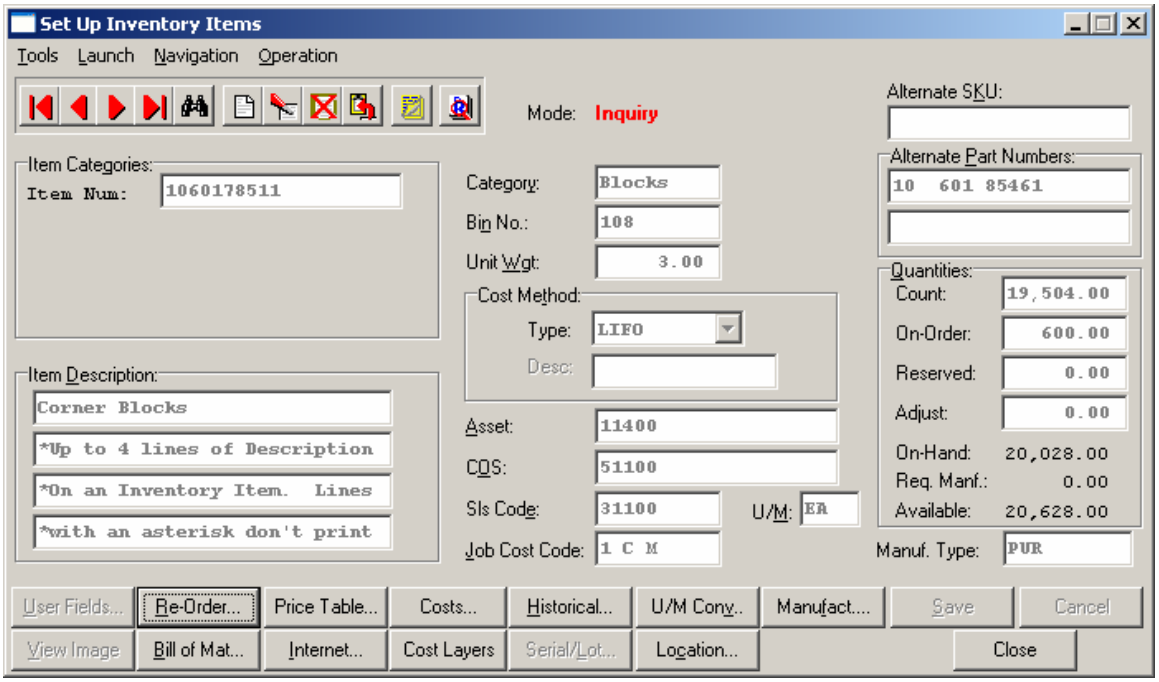
NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.

Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

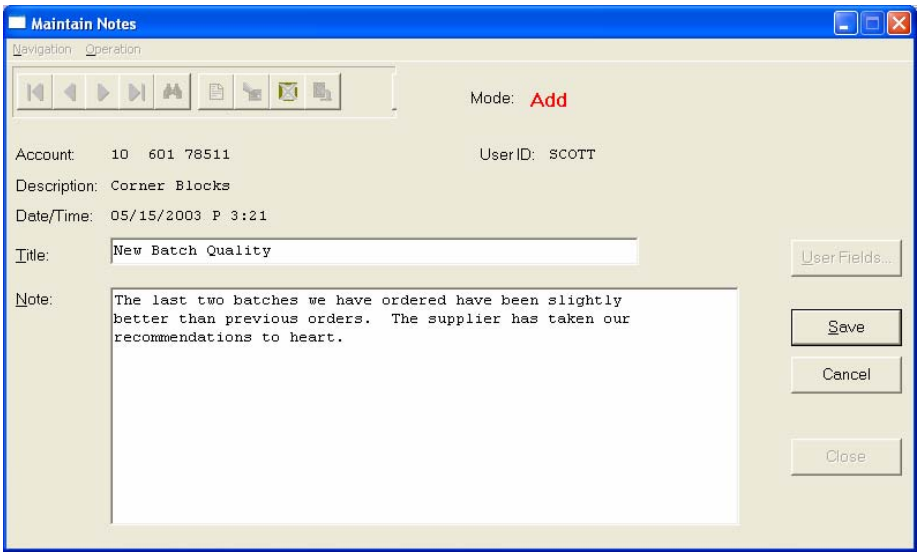
SET UP INVENTORY ITEMS

This section discusses the ways to set up, change, delete, and copy inventory items. It also covers how to **"import"** new items from other accounting systems and print the Inventory Detail Report, which is used to verify all information input into the inventory files.



You may add **"notes"** to any Inventory Item that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

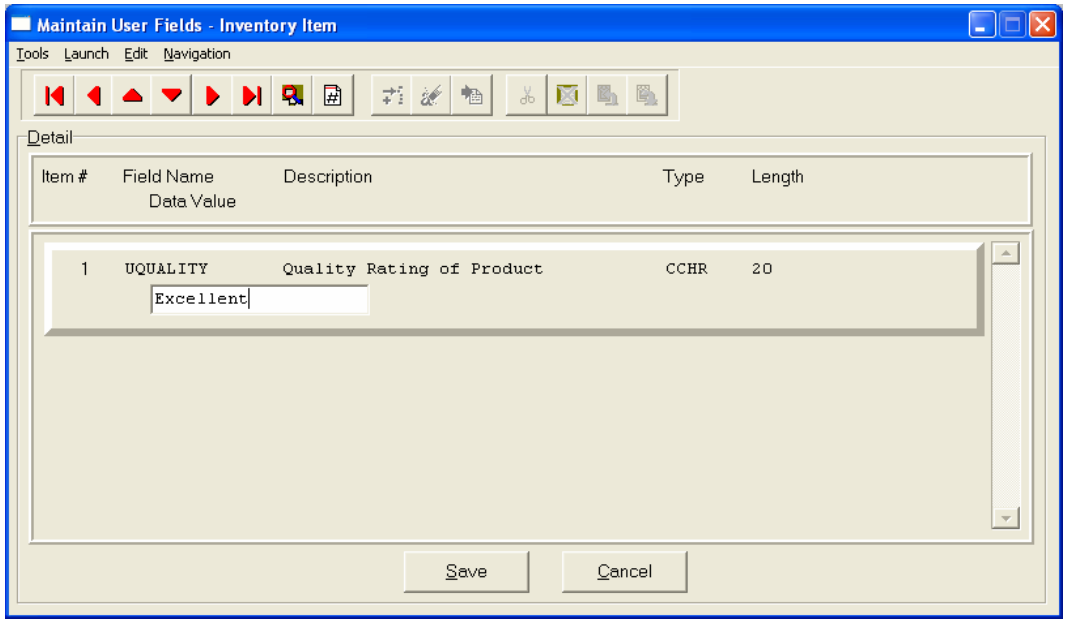
By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time.


Maintain Notes
Navigation Operation
Mode: Add
Account: 10 601 78511
User ID: SCOTT
Description: Corner Blocks
Date/Time: 05/15/2003 P 3:21
Title: New Batch Quality
Note: The last two batches we have ordered have been slightly better than previous orders. The supplier has taken our recommendations to heart.
User Fields...
Save
Cancel
Close

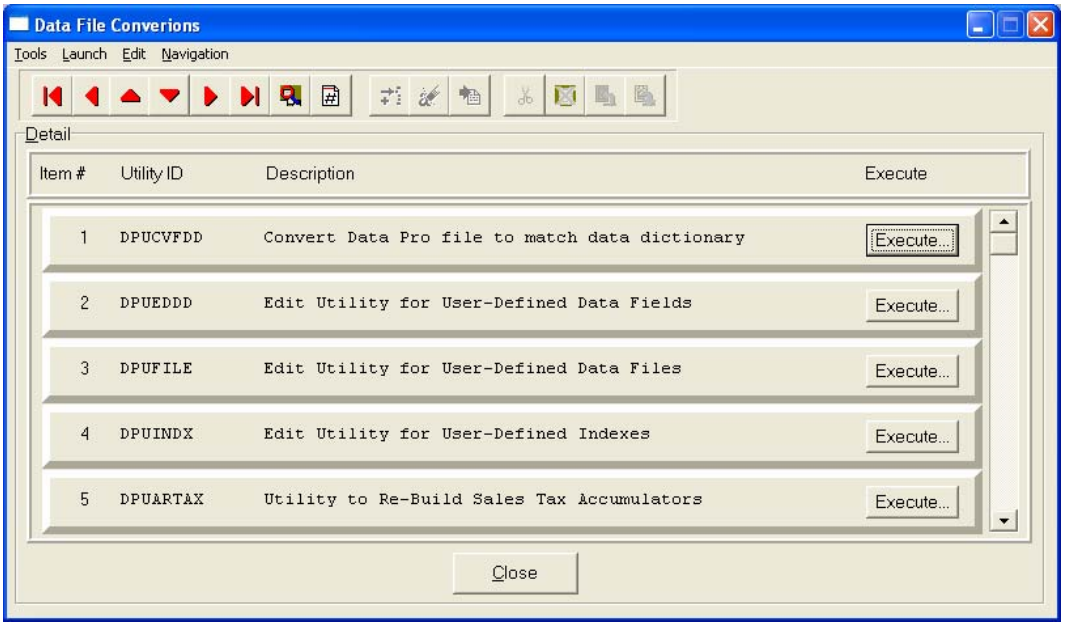
You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.



You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields** and that you have run Item #1 below *"Convert Data Pro file to match data dictionary."* This option is located under ***"Productivity Tools"*** on the ***"Systems Menu."*** This will ensure that your data files are in sync with any new fields you have added to the system.


Data File Converions
Tools Launch Edit Navigation
Detail
Item # Utility ID Description Execute
1 DPUCVFDD Convert Data Pro file to match data dictionary Execute...
2 DPUEDDD Edit Utility for User-Defined Data Fields Execute...
3 DPUFILE Edit Utility for User-Defined Data Files Execute...
4 DPUINDX Edit Utility for User-Defined Indexes Execute...
5 DPUARTAX Utility to Re-Build Sales Tax Accumulators Execute...
Close

Inquiry Mode (IM0100)

This option allows you to view assorted summary information about your inventory items. You may check certain inventory information by selecting the **Inventory Item Inquiry** menu option. First, you must navigate to the record you wish to inquire on. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

Once the item has appeared on the screen, you will notice several buttons on the bottom of the screen. You may view each of these additional screens of information about this inventory item.

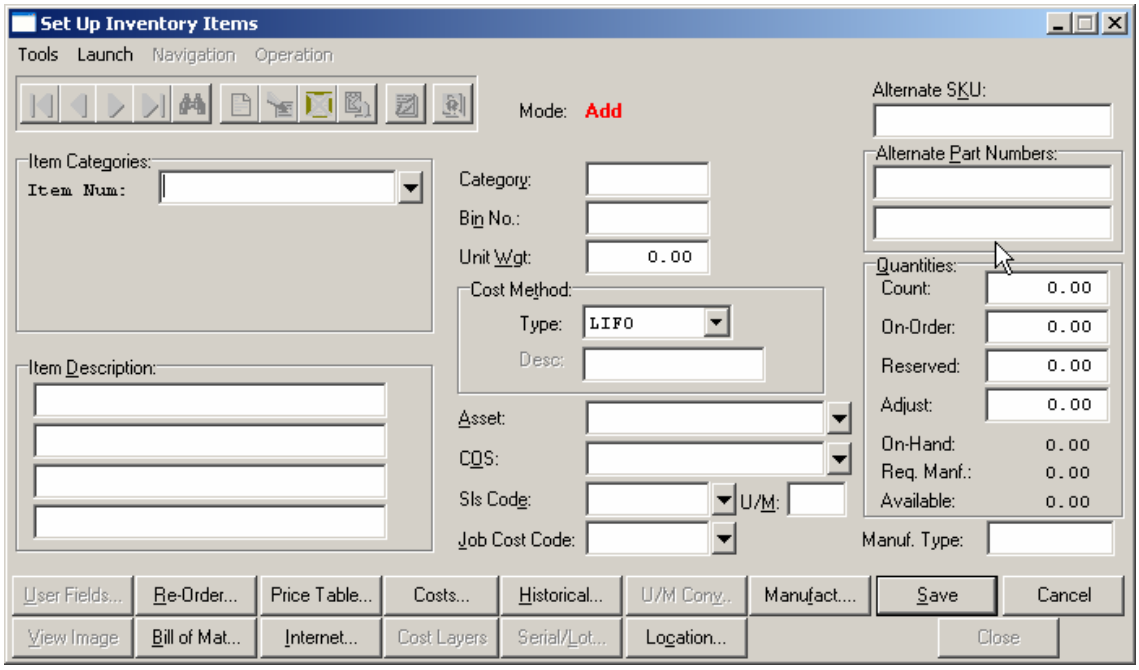
Re-Order	This button allows you to view the primary and secondary vendors associated with this inventory item, as well as re-order quantities, lead time for integration to the Invertech Manufacturing Requirements Product **(MRP)**; plus the minimum and maximum quantities to stock.
Price Table	This button allows you to view the pricing that was assigned for this inventory item. There are up to ten **(10)** price levels assigned to an inventory item.
Historical	This button allows you to view the summarized history of sales and purchases for the current year, month by month.
Manufact	This button allows you to view the summarized manufacturing history of this inventory item for the current year, month by month. This includes usage quantity and quantity produced.
View Image	This button only allows access if an image file name has been defined in the "Internet" section of this part number. This image must be in either a JPG or BMP format.
Bill of Mat	This button allows you to view the **"Bill of Materials"** associated with the manufacturing of this inventory item.
Internet	This button allows you to view the image, text, audio and video files associated with this inventory item that will be used in conjunction with an internet web site.

Cost Layers	This button allows you to view all cost layers for this particular inventory item.
Serial/Lot	This button allows you to view **"Serial Number"** or **"Lot Number"** information for a selected inventory item. A scrolling screen will appear with all available Serial Number or Lot Number items. When you select one of the displayed items and <click> on **"OK,"** a screen will appear with additional information about that specific Serial Number or Lot Number. This information includes an additional description, Serial Number or Lot Number, quantity on-hand, the bin number, warranty flag setting and two fifty **(50)** character comment lines.
Location	This button displays the Multi-Location inventory inquiry. This information includes the On-Hand and Available Quantities of all inventory locations for each defined location for this inventory item.
Costs	This button allows you to view the total cost and average unit cost of the item. This feature is set this way for security purposes.

Add Mode (IM0401)

This option allows you to set up new inventory items. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory items. This process will repeat itself for each inventory item. After initial set up, all cost and historical information should be input through **"Enter Transactions"** in order to maintain an audit trail.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***



Enter the inventory item number in the format that you initially set up in the Master Information ***(e.g., the default configuration is shown below.)***

1) **Category**
2) **Class**
3) **Item**
4) **Location**

NOTE

If you add new inventory items in the old year **after** performing **"Year End Procedures,"** the new inventory items added will **not** appear in the new year. This is because the inventory item file was already created during Year End Procedures. To alleviate this problem, simply change your system date to the New Year, and re-enter the new inventory items and pertinent costs, pricing and quantity information.

The following is an explanation of each of the data items required for a new inventory item:

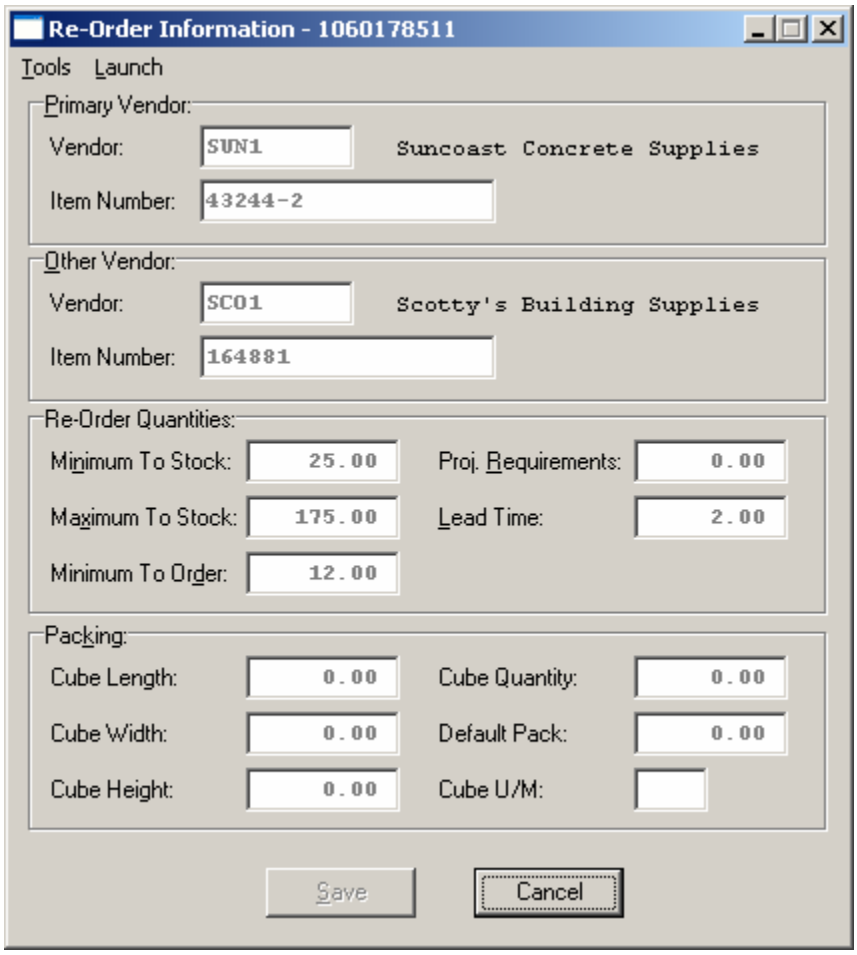
Item Description	There are four **(4)** lines available for your inventory item description. Each line consists of thirty **(30)** characters *(alpha/numeric)* including spaces. All lines of the description will print on all reports except in one instance. If a line of description *(except for the first line)* is preceded with a single asterisk **(*)**, that line will not print on any external documents generated by the system, *(e.g., Price Labels, Price Lists, or documents printed by other modules, such as Invoices, Packing Lists, etc.).* In this way, certain information can be part of the file, but remain for internal use only.
Category	This is a ten **(10)** character *(alpha/numeric field)* that will identify the category of this inventory item. This field can be used for informational purposes or it may be used to categorize items for specific sort routines for Internet related access of inventory items.
Bin No.	This ten **(10)** character *(alpha/numeric)* field identifies the location number of items stored in bins.
Unit Wgt.	This ten **(10)** character field specifies the quantity of weight associated with this particular item number. It is used in conjunction with the Sales Order Entry system for Bill of Ladings.
Cost Method	Costing Methods are defined for each individual inventory item. The default costing method which appears automatically will be the costing method set up in the Inventory Master Configuration. There are eight **(8)** costing methods to choose from. They are: **1) LIFO** **2) FIFO** **3) Average** **4) Latest** **5) Standard** **6) Serial Number** **7) Lot Number** **8) Fixed O/H** Careful consideration of the way your business operates is highly suggested before this selection is made. Refer to *Chapter 1, Normal Costing Methods* for more information on each of these inventory costing methods. Once you have selected the costing method here and have begun to receive additional inventory items into stock, you cannot just switch costing methods. Make sure to check with your accountant or CPA prior to making any changes of this nature to your accounting files.

Cost Label	This data item is a fifteen **(15)** character *(alpha/numeric)* field which will only be available if you have selected the Lot Number type costing method for this inventory item. The Cost Label is used to define the structure of the Lot Numbers to be used with this specific inventory item. For example, you may have a shoe store which carries boots. The boots can be stored as lots with the label *"Style/Color/Sz."* The store may also carry accessories for boots, such as, anklets or taps, which may only require a cost label of *"Style/Color."* Each "lot" inventory item can have a different cost label. The "cost label" is also used to describe the warehouse location in the Multi-Warehouse set up of your inventory. For example, the cost label may be *"Warehouse No."* or *"Truck Number"* or *"Store Number."*
Asset	This is the account number used to update the General Ledger module to reflect any increases or decreases in the value of this particular inventory item. This account number is also used to print the Manufacturing Inventory Management Value Summary Report which does not require General Ledger to be interactive. This account is used when transactions are originated in the Manufacturing Inventory Management module or when receipts of inventory are entered through Accounts Payable or Purchase Order. If the Accounts Receivable module is integrated with Inventory, the AR Sales code defined on the Inventory Item will dictate the Inventory Asset account to be used for sale and return transactions.
COS	This is the account number used to update the General Ledger module to reflect any increases or decreases in the Cost of Sales calculations when recording a sale, withdrawal, or return of an item.
Sls Code	This code is used by the Accounts Receivable module to group sales of items into various categories of sales. This determines total sales by various breakdowns defined by you or you may simply use one code to represent all sales. This code may be up to ten **(10)** characters *(alpha/numeric).* Make sure that if you are interactive with Accounts Receivable that any codes you use when you set up Inventory are set up in Accounts Receivable. Otherwise, when invoicing and such, the system will always be looking for near matches instead of assuming the proper number immediately.
U/M	This is a four **(4)** character *(alpha/numeric)* field that will identify the count value of that item; *(e.g., ea., lb., doz., gal., etc.).* This will define the default or *"stocking unit of measure"* if the Unit of Measure Conversion options are utilized.
Job Cost Code	This is the default Cost Code used to transfer the cost of inventory into a job. You may override this default code at the time of allocation to a specific job or project, but the code entered here will be used as the default value for the system. You may <click> on the Down Arrow ***(F2 by default)*** if you are integrated with the Job Cost Main Module to review a scrolling list of valid list of Cost Codes to enter into this field. This is very important to configure in advance, particularly if you intend to utilize the Sales Order Proposal Writing feature that allows quotes to be converted into Jobs once the quote has been accepted by the customer. If these line items on the Proposal have been setup properly with their Cost Code setup, they will be added as **"Budgeted Cost Codes"** on the new Job when the option *"Transfer SO Proposals to Job Cost"* is run.

Alternate SKU	Allows you to enter the alternate SKU number for your inventory item. In transactions where you must enter an item number, you have the option of entering this alternate SKU number. The system will pull up the corresponding item number. **Note:** The file position is saved after the Alternate SKU index is searched.
Alternate Part Numbers	If your inventory includes similar products from different vendors, you may assign separate inventory numbers to them. Quite often, when one vendor's product is not available, an alternative vendor's product can be substituted. With this feature, you have the ability to quickly reference these alternative part numbers. A twenty **(20)** character *(alpha/numeric)* field is provided. If this feature is not applicable to your inventory, ignore these fields or use them for miscellaneous descriptions.
QUANTITIES	Information is entered here only once in the **"Add"** mode. Thereafter, all activity to that item will be updated and reflected automatically in these fields.
Last Count	Last Count: Default : 0 This is the count value as of your last physical inventory count. After executing the *"Update Book to Physical Count,"* discussed later, this quantity will be zeroed out. **NOTE:** This is not the amount of beginning inventory quantity that is on-hand. This field is used by the Physical Count Procedure. To define the beginning quantity and unit cost for this item, reference the **"Set Up Initial Cost Layers"** option.
On-Order	Default: 0 This number reflects the quantity of product you currently have on order. This field is updated when you either *"Enter Purchase Orders"* or *"Record Receipts."*
Reserved to Ship	Default: 0 This number reflects the quantity of product you have committed to pending Sales Orders. Any number entered here will alter the quantity available for this item. This field is automatically updated by either the option to *"Record Sales Orders,"* from the Sales Order module when a sales order is added or changed with a quantity for this item or if the *"Auto-Reserve Bill of Materials"* switch in the Master Configuration is turned "on." If it is, this quantity will also include the quantity required for the manufacturing of the finished good items which have been placed on customer Sales Orders.
Qty. to Adjust	Default: 0 This field is used by the system to reflect any discrepancies which may occur during processing *(e.g., if you were to make a withdrawal or a transfer of goods greater than the quantity on hand.)* The quantity difference would be displayed here. This is a management-by-exception auditing tool. It serves as a flag to inform you that an exception has occurred. The system does not attempt to analyze or correct this exception, *(due to the uniqueness of each business)* but instead, provides this field for your individual attention. You must manually zero this field only after you have determined the cause of the adjustment quantity, and have made the necessary accounting adjustments. If you are interactive with Accounts Receivable or Point of Sale, this field can be cleared when the option to *"Record COS Adjustments"* is performed. This field is extremely important to watch. Therefore, it is highly recommended that the Inventory Quantity Report, with the criteria selection to include only those items with a *"Quantity to Adjust,"* be run at least on a weekly basis to stay on top of any potential problems with overselling of inventory items.

On-Hand	Default: 0 This field is automatically calculated and displayed by the system based on the transactions and initial setup quantities posted to the system. This is the perpetual "Quantity On-Hand" field for each inventory item. Therefore, when performing an inquiry on an item, this would be the field to be viewed to immediately determine what the current amount of inventory is on-hand at any given time.
Req. Manf.	Default: 0 This field *(Required for Manufacturing)* is automatically updated by following the procedures in the *"Enter Projected Usage Amounts"* menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle.

First there is a field under the **"Re-Order"** button called **"Proj. Requirements"** as shown on the following screen.



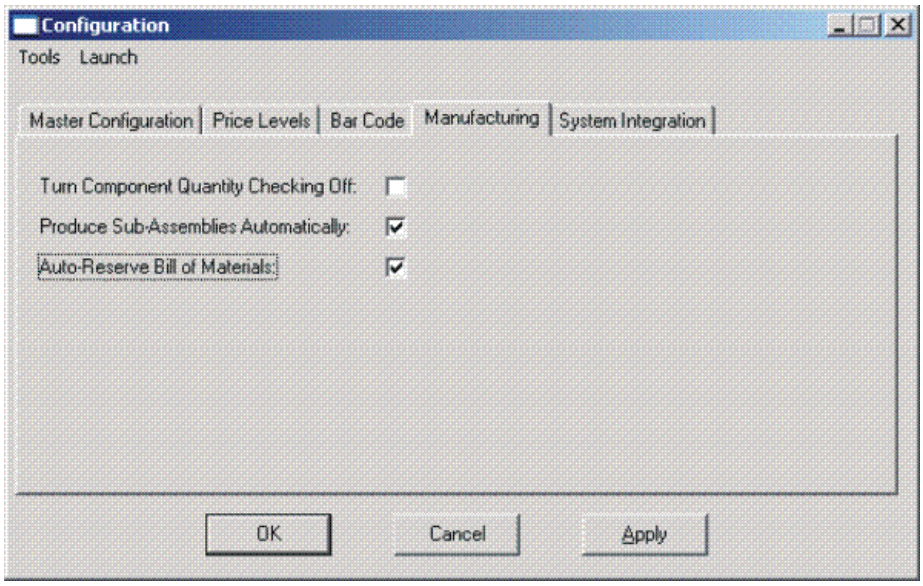
Projected Requirements	This field is used in the calculation of an item's Projected Bill of Material requirements amounts during the use of the **"Projected Usage Amounts"** menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the **"Projected Usage Amounts"** option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this **"Projected Requirements"** field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.
Req. Manf.	This field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the **"Projected Usage Amounts"** option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the **"Projected Usage Amounts"** option to transfer all of your Sales Order backorder quantities to the **"Projected Manufacturing Requirements"** and then calculate the manufacturing requirements. The **"Req. Manf."** field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the **"Projected Materials Usage Report"** to let you know what raw material items you may need to order.

As you can see, the **"Require for Manufacturing"** quantities of your sub-assemblies and raw materials will only be set by using the **"Projected Usage Amounts"** option. This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles.

However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing then this method should be used.

Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option **"Auto-Reserve Bill of Materials"** <clicked> on as shown on the following screen:



Available	Default: 0 This field will constantly be updated to reflect the total quantity of an item that is currently available to sell. The system takes into account the current Quantity On-Hand plus the Quantity On-Order minus the Quantity Reserved to determine the current Quantity Available.
Manuf. Type	Default: Blank This is a ten **(10)** character *(alpha/numeric)* field designed to accommodate a wide variety of manufacturing codes. Each user may define their own set of definitions which can tell them whether this item is to be manufactured by the company, sub-contracted out to another firm to be made, or if they should be buying it from a third party (i.e. distributor). If you are integrating with the Invertech Manufacturing Requirements Planning **(MRP)** system, you may define your own codes or use the standard codes as follows: M = Make S = Subcontract P = Buy this Part (Purchase)

Special Cases:

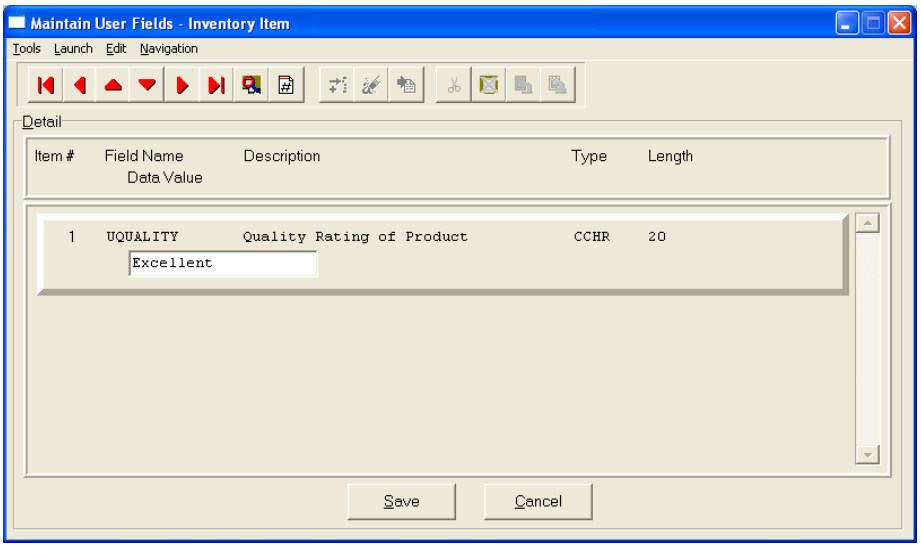
These data items will have default values. Respond to these items by <clicking> on the appropriate button and an ***"Option Window"*** will appear for the keying of additional information.

User Fields:

This button provides access to all of the **"User Defined Fields"** that may have been created for the Inventory file. This assumes that the option in the **"Configuration"** setup has been turned on and new fields have been added to the system. Otherwise, this button will not be accessible.

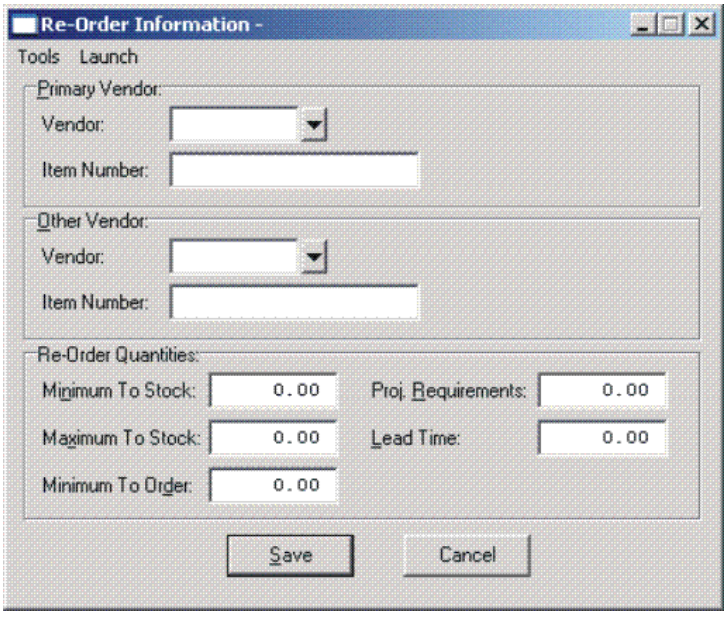
If **"User Defined Fields"** have been added to the system, a new screen will appear and display the total number that has been added. If more fields have been added than what fits on a single screen, the screen will become a scrolling screen that will allow the user to move up and down and make entries into these fields accordingly. You must <click> on **"Save"** this screen to save all entries made to this screen and store you work before you will be returned to the main screen. <Click> on **"Save"** again to ensure these entries are completely saved.

User Defined information entered into these fields is accessible by the **Infinity POWER Report Writer** and **POWERServer** module for web applications.

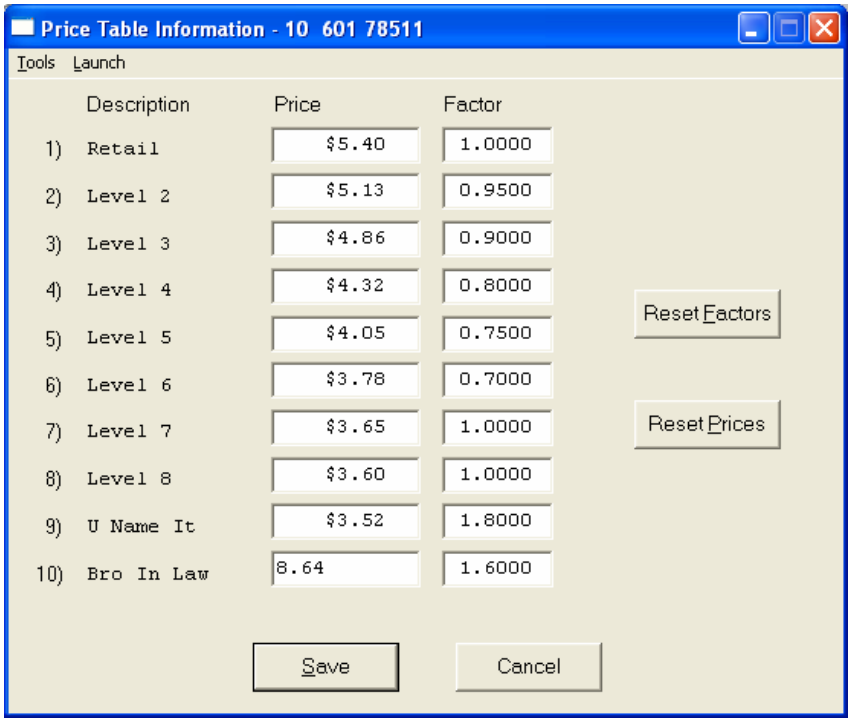


Re-Order:

The Vendor Information required by this screen includes the Vendor # or your primary source for acquiring this inventory item. If your system is integrated with **Accounts Payable**, the vendor numbers should match in both programs. This field is ten **(10)** characters *(alpha/numeric)* in length. This field must be completed in order to transfer a sales order into a purchase order.



Vendor Item #	A twenty **(20)** character *(alpha/numeric)* field identifying the number assigned to that particular item by its vendor. This number will be used by the Purchase Order Entry module, if interactive, and if a form that utilizes the vendor's item number has been selected. This would allow you to issue purchase orders to vendors with their items numbers printed on them for their ease of recognition and uniformity. The numbers maintained in your inventory module do not have to conform to those of your vendors.
Other Vendor and Vendor Item Number	These are used for alternative sources for this item.
Minimum/Maximum Quantities to Stock	These are the limits that you determine are best for your particular inventory *"turnover."* The minimum may be set up to reflect the quantity established to get the price break you have based on all of your pricing factors on. The maximum is designed to keep excess inventory amounts to a minimum. These two fields are essential to printing the Suggested Order Report and Overstock Report, respectively.
Projected Requirements	A special analytical quantity used for the material requirement reporting based on manufacturing. Normally this field will be updated automatically by the option to *"Enter Projected Usage Amounts."* Fields are ten **(10)** characters *(numeric only)* in length. The system will round to the nearest number if you enter a number larger than seven digits. This is typically used for Finished Goods and not sub-assemblies or Bill of Material items.
Lead Time	A numeric field with two additional decimal places for use with third party Manufacturing Requirements Planning **(MRP)** products such as the Invertech MRP software. Users may define lead times in terms of hours, days, weeks months or years depending on what makes sense for each item. This is a field that is not currently used within **Infinity POWER** for reporting calculations.
Price Table	If you set up the default factor information for your entire inventory system, *(using the "Inventory Configuration, Price Levels" option)*, the information to be entered on this screen would only be the Retail Price or Price Level #1; or the Base Price or Price Level #6. You would then <click> on the **"Reset Prices"** button. The system will automatically calculate all the prices for that item based on the factors set up. In the configuration, if you set up price level 10 as "last cost" then the system will pick up this cost when entering an item on a purchase order and ignore the cost in the cost layers.

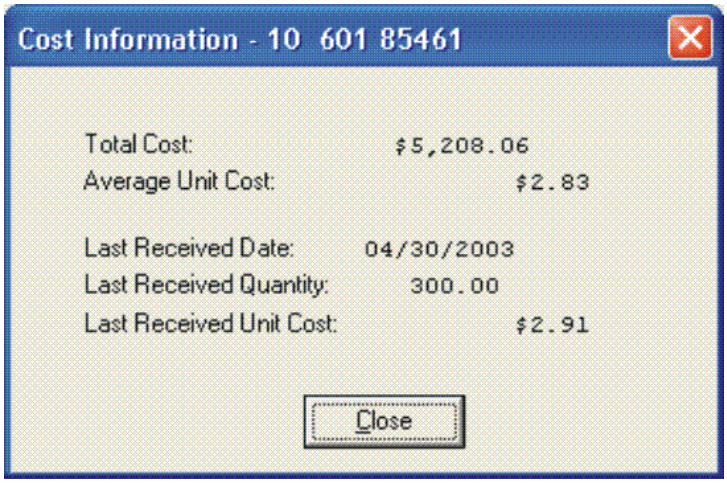


If you want to override the default factors set up in the Master Configuration, you may do it here on an item by item basis. You may also use this option to do ***"What If"*** calculations of prices by changing the factors around and then <clicking> on the **"Reset Prices"** button to recalculate the prices. <Clicking> on the **"Reset Factors"** button will restore the Master default factors when you are done.

If you are utilizing the Unit of Measure Conversion procedures, the selling price will be based on the Price Level defined for each unit of measure in the Unit of Measure Conversion table.

Costs:

This screen is used to display the average cost of this item and the current total value of the item in stock. This is based on the total quantity on hand times the price paid for those quantities regardless of the costing method in effect for this item. An average cost is then calculated based on total value divided by the number of quantities in stock. The following screen shows how this would appear.



Additionally, the lower portion of the screen displays the **"Last Received Date," "Last Received Quantity,"** and the **"Last Received Unit Cost."** This provides the user an instant lookup ability to see the last time this item was purchased, how much was purchased and what was paid for the item. This avoids having to run reports to determine whether certain items should be kept, discontinued or re-ordered. All three of these fields are automatically updated each time a **"receipt"** transaction is posted in the system for this item.

Remember this item is an **Advanced Security** object and can be defined for users to see or not on a user by user basis or by groups. This allows management the flexibility to control who has access to viewing cost and who doesn't.

Historical:

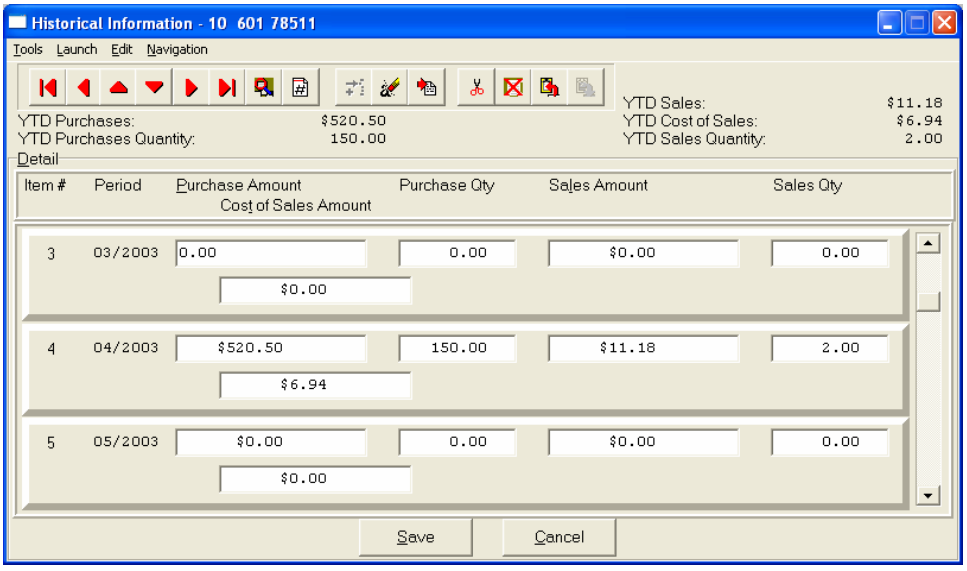
This screen is used to enter any historical information pertaining to the movement and profit of that item. The three areas of input are:

- **Purchases**
- **Sales** ***(as expressed in dollars and quantities)***
- **Cost of Sales**

Purchases	For each period *(month)* of the accounting cycle, you would enter the total dollar amount spent on purchasing that item and then the quantity of items that amount represents.
Sales	For each period *(month)* of the accounting cycle, you would enter the total dollar amount of Sales for that item and then the quantity of items that amount represents.
Cost of Sales	For each period *(month)* of the accounting cycle, you would enter the total dollar amount of Cost of Goods Sold for that item to allow the system to determine the gross profit per item for that period.

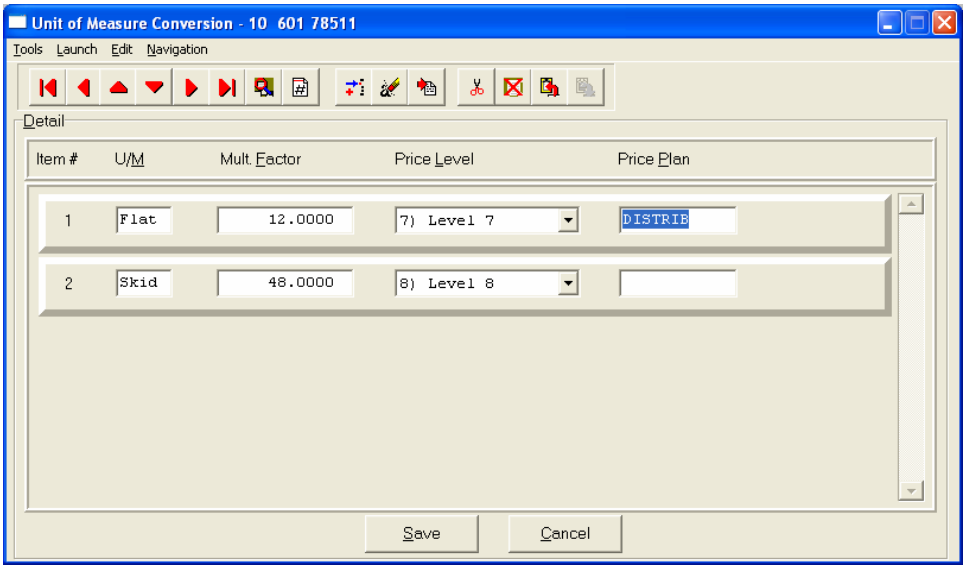
NOTE

Historical information is only input during the initial setup process. The system will automatically update this information as transactions are posted to the system.


Historical Information - 10 601 78511
Tools Launch Edit Navigation
YTD Purchases: $520.50
YTD Purchases Quantity: 150.00
YTD Sales: $11.18
YTD Cost of Sales: $6.94
YTD Sales Quantity: 2.00
Detail
Item # Period Purchase Amount Cost of Sales Amount Purchase Qty Sales Amount Sales Qty
3 03/2003 0.00 $0.00 0.00 $0.00 0.00
4 04/2003 $520.50 $6.94 150.00 $11.18 2.00
5 05/2003 $0.00 $0.00 0.00 $0.00 0.00
Save
Cancel

U/M Conv:

This data item will facilitate the need to receive and sell this inventory item at different units of measure. You must have a unit of measure defined in the **"U/M"** field on the primary screen, Unit of Measure, before the system will allow access to this option. The ***"stocking unit of measure"*** will be the smallest level of stocking ***(usually each).*** This should be the unit of measure that was defined in the **"U/M"** field.

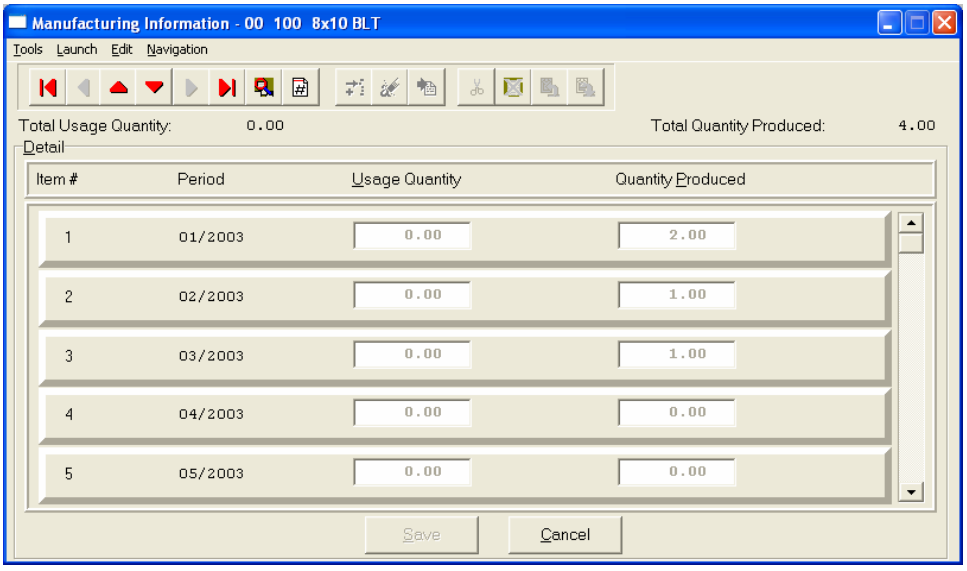


You can define up to ten **(10)** different unit of measure conversions in this option for this inventory item. The four areas of data input are:

U/M	Each of the unit of measure conversions will define a four (4) character *(alpha/numeric)* unit of measure identifier *(e.g., ea., lb., doz., gal., etc.)*. These units of measure will *"pop up"* on data entry screens when the system recognizes that the inventory item selected has a unit of measure conversion table defined.
Mult. Factor	The multiplying factor is the number used to calculate the quantities being received or sold when a unit of measure conversion table is defined. For example, you may stock your inventory at the lowest **level *(each),*** but by defining a unit of measure conversion table, you can define the conversion for a **"case."** A case may be comprised of twelve **(12)** items. The multiplying factor for the **"case"** should be twelve **(12)**. When you receive items into inventory, you can enter one (1) case. When the inventory files are updated, they will show twelve **(12)** each. The multiplying factor allows the system to calculate the quantities received and sold at the lowest stocking level.
Price Level	This data item will allow you to define the Price Level for each individual Unit of Measure Conversion. These are the price levels defined in Data Item #23.
Price Plan	Pricing Levels can also be defined by implementing special **"Price Plans."** You may set up a Price Plan to correspond with an individual unit of measure, such as **"dozens."** Include in that price plan, all inventory items that would have a unit of measure of **"dozens."** The pricing established in that Price Plan should be pricing based on **"dozens."** All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are ***"special price plans"*** and should not be assigned to any customer.

Manufact:

This screen is used to enter any historical information pertaining to the manufacture and usage of that item.



The two areas of input are:

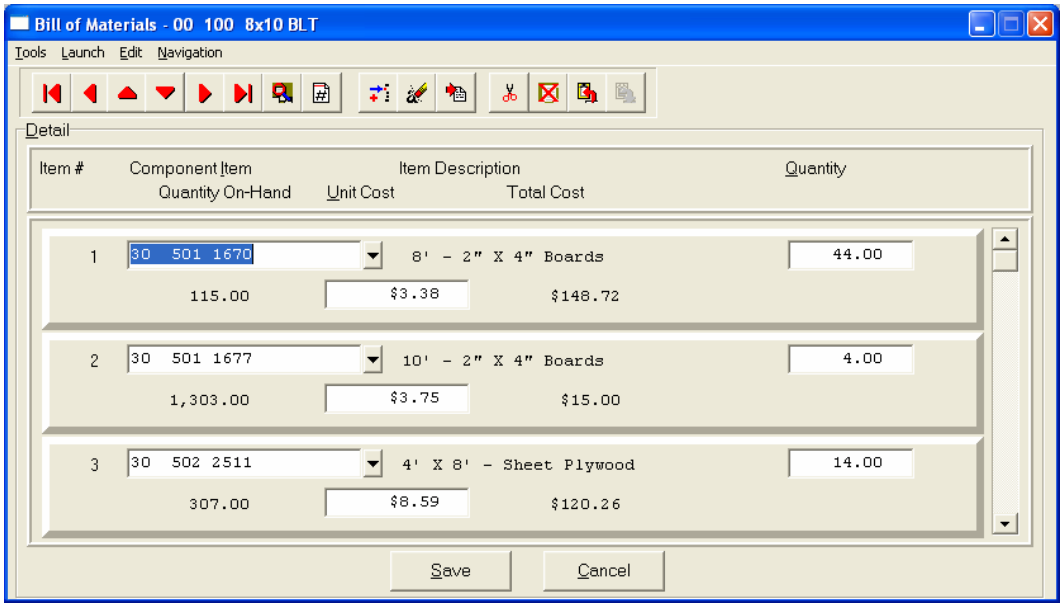
User Quantity	For each period *(month)* of the accounting cycle, you would enter the total quantity of this item used in production *(producing other items)*.
Quantity Produced	For each period *(month)* of the accounting cycle, you would enter the total quantity of this item, which was produced *(manufactured)*. These fields will be automatically updated every time you record manufacturing.

View Image

This screen is used to show the image of the Inventory Item based on the name of the image file you defined under the **"Internet"** button. Once you select the **"Internet"** button, there are four choices and it is the **"image file"** that is required to be defined so that the picture or graphic can be displayed when this option is selected. This file must be stored as a **"JPG"** or **"BMP"** image file. Keep in mind, when using the **"View Image"** feature the best results for image display would be **186 X 265** pixels. A sample is shown below of what is possible. These images may also be used interactively with the **Infinity COMMERCE** tools that are included as a standard feature of the **System Administrator** module which drive all of the Data Pro e-commerce solutions.

Bill of Mat:

This screen is used to enter all inventory items, which go into the manufacture of the current assembly. This bill of materials may consist of up to one thousand **(1000)** total raw materials, sub-assemblies, and by-products.

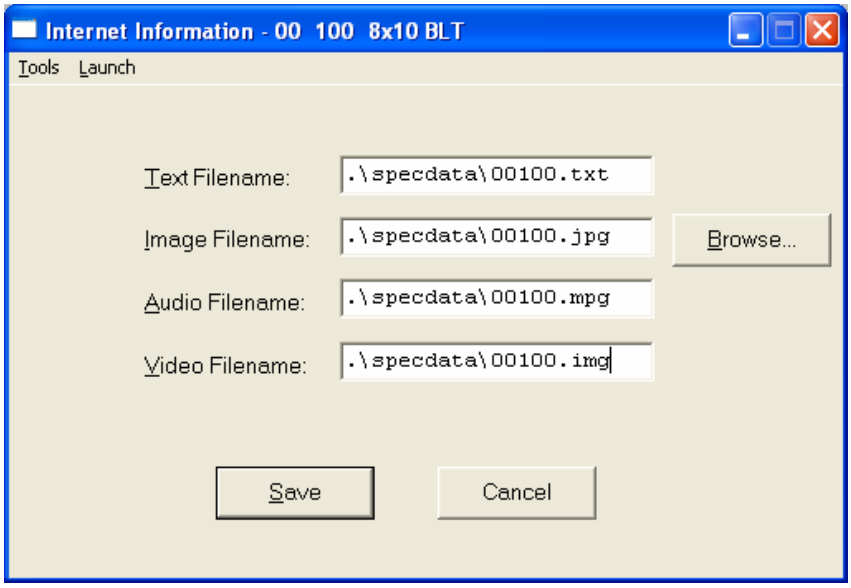

Bill of Materials - 00 100 8x10 BLT
Tools Launch Edit Navigation
Detail
Item # Component Item Item Description Quantity
Quantity On-Hand Unit Cost Total Cost
1 30 501 1670 8' - 2" X 4" Boards 44.00
115.00 $3.38 $148.72
2 30 501 1677 10' - 2" X 4" Boards 4.00
1,303.00 $3.75 $15.00
3 30 502 2511 4' X 8' - Sheet Plywood 14.00
307.00 $8.59 $120.26
Save
Cancel

The following fields may be input for each of the components:

Component Item Number	Each component on the bill of materials must be an existing inventory item. When you enter the number, the description will be displayed immediately below the item number. If you are not certain of the item number, you may press TAB to scroll through the inventory file to make your selection.
Quantity	This field indicates the quantity of this component, which goes into the manufacture of this assembly. Every time you record production, this quantity will be withdrawn from the component's on-hand quantity. Entering a negative quantity may specify by-products. Every time you record production, this quantity will be added to the component's on-hand quantity.
Unit Cost	This field contains the unit cost of this component at the last time production was recorded. This field will be automatically updated with the new unit cost every time you record manufacturing *(except for by-products)*. The default cost is the current average unit cost of the component. When a by-product is produced or when you record disassembly, this amount is the unit cost used to update the component's cost information.
Total Cost	This field is a display only field, which shows the extended cost of the quantity times the unit cost.

Internet:

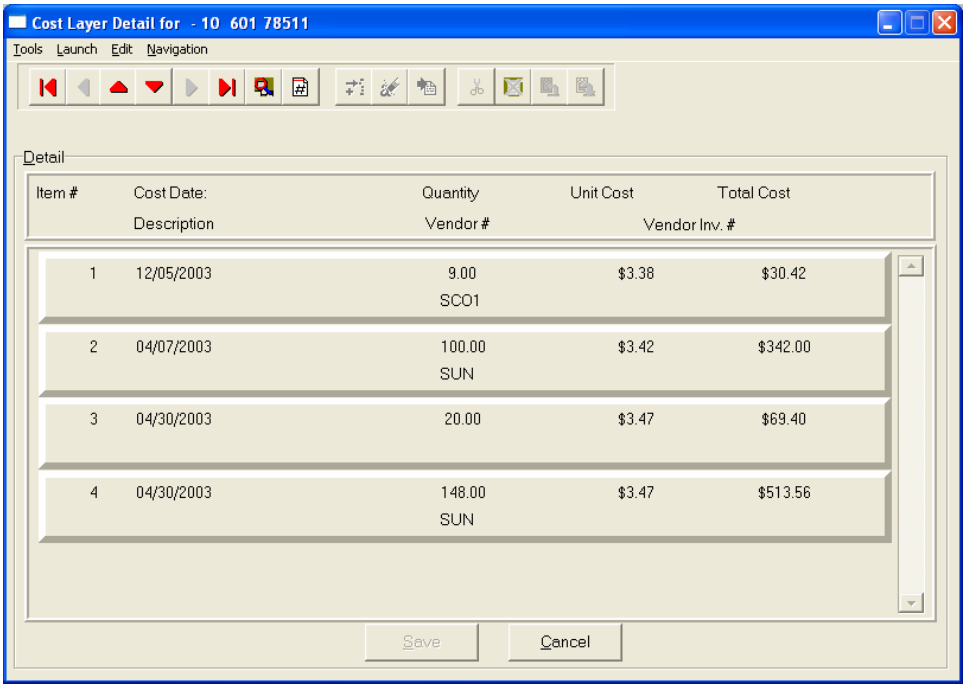
These fields allow you to specify the filenames, which contain the marketing text, graphic images, audio clips and video clips for use when presenting your Inventory Items internally or on an Internet Web Site.



Marketing Text Filename	This field is used for a marketing text filename up to twenty **(20)** characters *(alpha/numeric)* to define a text or html type file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Item Image Filename	This field is used for an image filename up to twenty **(20)** characters *(alpha/numeric)* to define image file to be used in conjunction with display mechanisms on your local pc or an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive. To utilize the **"View Image"** feature on the Inventory Item, the image file must be in a JPG or BMP format. The entire path name to where the image resides must be included in this field. The default directory would be the **Infinity POWER** program directory unless otherwise defined. You may use the **"Browse"** button to look for and select the image file. Keep in mind, when using the **"View Image"** feature the best results for image display would be **186 X 265** pixels.
Audio Filename	This field is used for an audio filename up to twenty **(20)** characters *(alpha/numeric)* to define any type of audio file to be used in conjunction with audio mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Video Filename	This field is used for a video filename up to twenty **(20)** characters *(alpha/numeric)* to define any type of video file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.

Cost Layers

This button is designed to display the various cost layers accumulated for the quantities currently on hand. As the following screen illustrates, the screen will show Item # for each unique cost layer based on a different price when that item was purchased. The system will show the Cost Date, Description, Quantity of the item at that layer, which vendor it was purchased from, the Vendor's Invoice #, the unit cost and the total cost. The screen will become a scrolling screen depending on how many layers of prices there are. This is an inquiry screen only and no changes will be allowed.



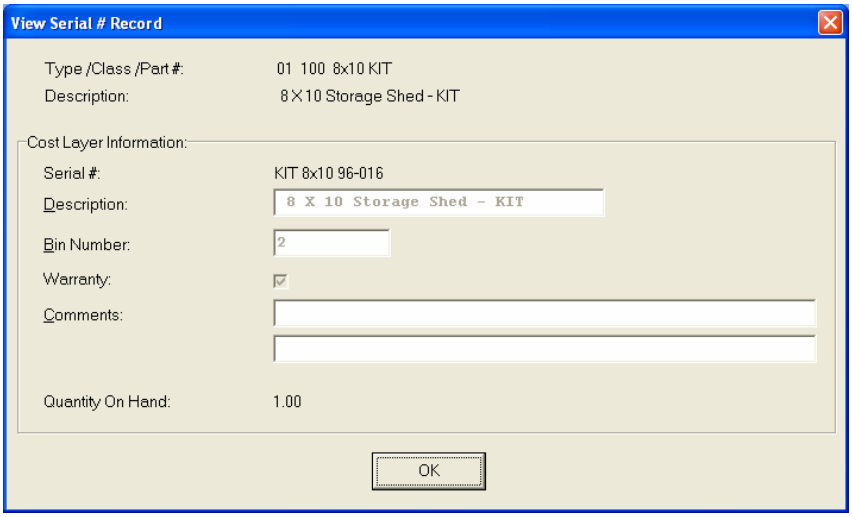
Serial/Lot

When you <click> on the **"Serial/Lot"** button, the system is first going to look at the costing method that is being used for the specific item that is currently selected. Only if the item is coded as either using Serialized or Lot Number tracking will this button be active. If the item is one of these two choices, a new screen will be displayed showing a listing of the various Serial Numbers or Lot Numbers that are currently in stock. Two columns will be displayed.

"Status" will indicate to the user if the specific Serial Number or Lot # is **"RES"** or reserved by an order in the Sales Order Entry module. This means there are commitments for the item but it has not been removed ***(shipped)*** from the inventory yet.

You may scroll up or down to review the listing of numbers available in the system based on the current quantity in stock. <Click> on the item you want and then <click> **"OK."** Or, you may <click> **"Cancel"** to return to the main item number screen.

If you <click> **"OK"** the following screen will appear displaying information on the specific Serial Number or Lot Number.

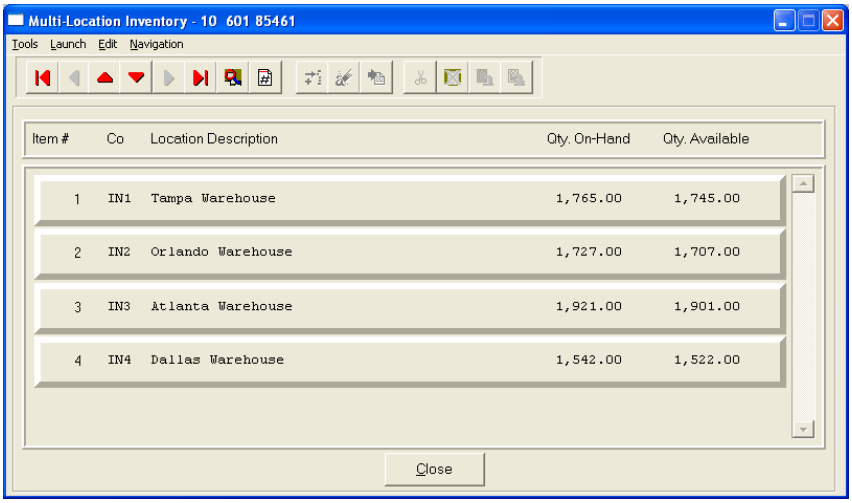


This would include various information entered at the time of its receipt such as which bin it is located in, any warranty information, or comments. For Serialized Items, obviously, the quantity on hand would be one. For Lot #'s, the quantity can be variable. <Click> **"OK"** to exit this option to select another number or return to the main item screen.

Location

When you <click> on the **"Location"** button, the system is going to look at all of the various inventory files that have been defined in the menu option ***"Set Up Inventory Locations"*** to determine the current quantities **"on-hand"** and **"available"** for the current item at each location on the screen. You must have pre-defined these locations in advance for this option to function. The description of each location and its company number is also displayed.

Further, you must use the same item number across all locations for correct matching to occur in the system. If you have done, users have an instant lookup at what inventory levels are available at all locations throughout the related store locations or warehouses in the company's system. The following screen illustrates how stock can be instantly checked at four locations with one <click> of the mouse.


Multi-Location Inventory - 10 601 85461
Tools Launch Edit Navigation
Item # Co Location Description Qty. On-Hand Qty. Available
1 IN1 Tampa Warehouse 1,765.00 1,745.00
2 IN2 Orlando Warehouse 1,727.00 1,707.00
3 IN3 Atlanta Warehouse 1,921.00 1,901.00
4 IN4 Dallas Warehouse 1,542.00 1,522.00
Close

Once you have entered all the information for each item, <click> on **"Save"** and you are ready to input the next item. <Click> on **"Cancel"** to exit the screen without saving any changes.

Results:

coIM1dy.dbf - Inventory Item File
- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Set Up

Change Mode (IM0402)

This option allows you to change all information for any inventory item. After initial set up, all cost and historical information should be input through ***"Enter Transactions"*** in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the ***"Change Inventory Items"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Keep in mind that changes made through this option to any of the cost layers in terms of quantities or dollar amounts do not print an audit trail or update any transaction registers. This is **not** how you would enter new quantities into the system. A password is highly recommended for this option.

Results:

coIM1dy.dbf - Inventory Item File
- Item Information is updated
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Updated

Delete Mode (IM0403)

This option allows you to delete inventory items. **NOTE**: ***You cannot delete an item which has a quantity on hand.*** If you delete an item that has **YTD** sales or purchases information, it will distort some of your reports. This option allows you to delete items you may have entered by mistake, or no longer want. Select the menu option ***"Delete Inventory Items"*** and enter the item number you wish to delete.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

Results:

coIM1dy.dbf - Inventory Item File
- Item Information is marked for Deletion

coIM3.dbf - Assembly File
- Bill of Materials is marked for Deletion

Copy Mode (IM0404)

This option allows you to set up new inventory items by copying existing ones. This option is very helpful in setting up multiple locations or in renumbering your inventory items.

Using this option, the system provides a quick method of setting up items that are very similar. Many items may only vary by color, size, or any other variable. The rest of the information relevant to these items may be exactly the same. You are able to quickly create and enter new items into the file. This option will also save a considerable amount of re-keying of the same information when setting up the same items for multiple locations or when assigning new numbers to old inventory items.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for item number, will be copied to a new record. Enter the new item number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coIM1dy.dbf - Inventory Item File
- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File
- Bill of Materials is Set Up

IMPORT INVENTORY ITEMS (IM0601)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Inventory Items directly into the Inventory module.

At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

NOTE

When importing inventory items, items having quotes in the description will **NOT** import. Prior to performing this option, change the quotes to a different character, such as single quotes.

If the import file is a comma delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **440** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Item #	STRING	2	20
Main Desc.	STRING	22	50
Add. Desc. 1	STRING	52	30
Add. Desc. 2	STRING	82	30
Add. Desc. 3	STRING	112	30

Description	Type	Position	Length
U/M	STRING	142	4
Bin #	STRING	146	10
GL Asset	STRING	156	20
GL COS	STRING	176	20
AR Sales Code	STRING	196	5
JC Cost Code	STRING	201	10
Alt. Part 1	STRING	211	20
Alt. Part 2	STRING	231	20
Vendor 1	STRING	251	10
Vendor 1 Part	STRING	261	20
Vendor 2	STRING	281	10
Vendor 2 Part	STRING	291	20
Min. Stock Qty.	DOUBLE	311	10
Max. Stock Qty.	DOUBLE	321	10
Min. Order Qty.	DOUBLE	331	10
Retail	DOUBLE	341	10
Retail – 10%	DOUBLE	351	10
Retail -20%	DOUBLE	361	10
Retail – 25%	DOUBLE	371	10
Retail – 30%	DOUBLE	381	10
Qty. 1	DOUBLE	391	10
Qty. 3	DOUBLE	401	10
Qty. 5	DOUBLE	411	10
Qty. 10	DOUBLE	421	10
Qty. 50	DOUBLE	431	10

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging

Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE

"Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Inventory Items File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT INVENTORY ITEMS (IM601.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Inventory Items and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as IM0601.MAP.**

Explanation of File:

"Item #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 20, (length of field) "STRING", (Type of field) 2, (Starting position of field) 20 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Action #",-1,0,"CHAR",1,1
"Item #",0,20,"STRING",2,20
"Main Desc.",22,30,"STRING",22,30
"Add Desc. 1",53,30,"STRING",52,30
"Add Desc. 2",84,30,"STRING",82,30
"Add Desc. 3",115,30,"STRING",112,30
"U/M",146,4,"STRING",142,4
"Bin #",151,10,"STRING",146,10
"GL Asset",292,20,"STRING",156,20
"GL COS",313,20,"STRING",176,20
"AR Sales Code",334,10,"STRING",196,10
"JC Sales Code",281,10,"STRING",206,10
"Alt. Part 2",366,20,"STRING",216,20
"Alt. Part 1",345,20,"STRING",236,20
"Vendor 1",602,10,"STRING",256,10
"Vendor 1 Part",624,20,"STRING",266,20
"Vendor 2",613,10,"STRING",286,10
"Vendor 2 Part",645,20,"STRING",296,20
"Min. Stock Qty.",578,0,"DOUBLE",316,12
"Max. Stock Qty.",586,0,"DOUBLE",328,12
"Min. Order Qty.",594,0,"DOUBLE",340,12
"Retail",458,0,"DOUBLE",352,12
"Level 2",466,0,"DOUBLE",364,12
"Level 3",474,0,"DOUBLE",376,12
"Level 4",482,0,"DOUBLE",388,12
"Level 5",490,0,"DOUBLE",400,12
"Level 6",498,0,"DOUBLE",412,12
"Level 7",506,0,"DOUBLE",424,12
"Level 8",514,0,"DOUBLE",436,12
"Level 9",522,0,"DOUBLE",448,12
"Level 10",530,0,"DOUBLE",460,12
"LRL",471
```

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```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY
```

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IMPORT INVENTORY ITEMS CUSTOMIZED

NOTE

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.
Example: "8 x 10 Board"

```
*"Action #",-1,0,"CHAR",1,1
*"Item #",0,20,"STRING",2,20
*"Main Desc.",22,30,"STRING",22,30
"Add Desc. 1",53,30,"STRING",52,30
"Add Desc. 2",84,30,"STRING",82,30
"Add Desc. 3",115,30,"STRING",112,30
*"U/M",146,4,"STRING",142,4
"Bin #",151,10,"STRING",146,10
*"GL Asset",292,20,"STRING",156,20
*"GL COS",313,20,"STRING",176,20
*"AR Sales Code",334,10,"STRING",196,10
"JC Sales Code",281,10,"STRING",206,10
"Alt. Part 2",366,20,"STRING",216,20
"Alt. Part 1",345,20,"STRING",236,20
*"Vendor 1",602,10,"STRING",256,10
"Vendor 1 Part",624,20,"STRING",266,20
"Vendor 2",613,10,"STRING",286,10
"Vendor 2 Part",645,20,"STRING",296,20
"Min. Stock Qty.",578,0,"DOUBLE",316,16
"Max. Stock Qty.",586,0,"DOUBLE",332,16
"Min. Order Qty.",594,0,"DOUBLE",348,16
*"Costtype",408,0,"INT",364,2
"Category",162,10,"STRING",366,10
"Weight",260,0,"DOUBLE",376,12
*"Retail",458,0,"DOUBLE",388,16
"Level 2",466,0,"DOUBLE",404,16
"Level 3",474,0,"DOUBLE",420,16
"Level 4",482,0,"DOUBLE",436,16
"Level 5",490,0,"DOUBLE",452,16
"Level 6",498,0,"DOUBLE",468,16
"Level 7",506,0,"DOUBLE",484,16
"Level 8",514,0,"DOUBLE",500,16
"Level 9",522,0,"DOUBLE",516,16
"Level 10",530,0,"DOUBLE",532,10
"LRL",541
```

* Required fields for importing records

NOTE

Ensure the sales codes, cost codes (Job Cost only), vendors and General Ledger accounts are set up prior to importing files.

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS **(Must have 0.00 if no amount)**
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

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Field Descriptions:

"ACTION" TYPES

1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"COST" TYPES

1 = LIFO
2 = FIFO
3 = AVERAGE
4 = LATEST
5 = STANDARD
6 = SERIAL #
7 = LOT #
8 = FIXED OH

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a General Ledger number the line would look as follows: "10100 Default GL Account",679,20,"STRING",-1,5 (5 being the length of the account number).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three files. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

First Import:

```
*"Action #",-1,0,"CHAR",1,1
*"Item #",0,20,"STRING",2,20
*"Main Desc.",22,30,"STRING",22,30
"Add Desc. 1",53,30,"STRING",52,30
"Add Desc. 2",84,30,"STRING",82,30
"Add Desc. 3",115,30,"STRING",112,30
*"U/M",146,4,"STRING",142,4
"Bin #",151,10,"STRING",146,10
*"GL Asset",292,20,"STRING",156,20
*"GL COS",313,20,"STRING",176,20
*"AR Sales Code",334,10,"STRING",196,10
"LRL",205
```

* Required fields for importing records

NOTE

General Ledger numbers and sales codes must be set up prior to import.

Second Import:

```
*"Action #",-1,0,"CHAR",1,1
*"Item #",0,20,"STRING",2,20
"JC Sales Code",281,10,"STRING",22,10
"Alt. Part 2",366,20,"STRING",32,20
"Alt. Part 1",345,20,"STRING",52,20
*"Vendor 1",602,10,"STRING",72,10
"Vendor 1 Part",624,20,"STRING",82,20
"Vendor 2",613,10,"STRING",102,10
"Vendor 2 Part",645,20,"STRING",112,20
"Min. Stock Qty.",578,0,"DOUBLE",132,16
"Max. Stock Qty.",586,0,"DOUBLE",148,16
"Min. Order Qty.",594,0,"DOUBLE",164,16
"Category",162,10,"STRING",180,10
"Weight",260,0,"DOUBLE",190,12
*"Costtype",408,0,"INT",202,2
"LRL",203
```

* Required fields for importing records

NOTE

Job sales code (Job Cost only) and vendors must be set up prior to import.

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Third Import:

```
*"Action #",-1,0,"CHAR",1,1
*"Item #",0,20,"STRING",2,20
*"Retail",458,0,"DOUBLE",22,16
"Level 2",466,0,"DOUBLE",38,16
"Level 3",474,0,"DOUBLE",54,16
"Level 4",482,0,"DOUBLE",70,16
"Level 5",490,0,"DOUBLE",86,16
"Level 6",498,0,"DOUBLE",102,16
"Level 7",506,0,"DOUBLE",118,16
"Level 8",514,0,"DOUBLE",134,16
"Level 9",522,0,"DOUBLE",150,16
"Level 10",530,0,"DOUBLE",166,10
"LRL",175
```

* Required fields for importing records

Use a text editor or notepad to adjust the IM0601.map file for the first import. After import complete, copy the IM0601.map to IM0601.old. Change the IM0601.map to the second format to import the second set of information. After import complete copy the IM0601.map to im0601.2nd and change the IM0601.map to the third format and import the balance of the information.

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IMPORT BILL OF MATERIALS (IM0605)

This option allows you to import Bill of Materials from other databases or external programs. Import files may either be fixed length or ASCII files or comma delimited *.PRN files.

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import the Bill of Materials detail for Inventory Items directly into the Manufacturing Inventory module.

When you select the option to ***"Import Bill of Materials,"*** a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a comma-delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **71** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Item #	STRING	2	20
Line #	INT	22	5
Sub Item #	STRING	27	20
Quantity	DOUBLE	47	10
Total Cost	DOUBLE	57	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are

additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
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- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or "vi" under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE

"Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Bill of Materials File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT BILL OF MATERIALS (IM0605.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Bill of Material and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as IM0605.MAP.**

Explanation of File:

```
"Item #", (field name found in data dictionary) 0, (DPOffset (This is an
internal offset and cannot be changed) 20, (length of field) "STRING", (Type
of field) 2, (Starting position of field) 20 (length of field)
```

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
*"Action #",-1,0,"CHAR",1,1
*"Item #",0,20,"STRING",2,20
*"Line #",22,0,"INT",22,20
*"Sub Item #",24,20,"STRING",42,20
*"Quantity",46,0,"DOUBLE",62,12
*"Total Cost",54,0,"DOUBLE",74,16
"LRL",89
```

* Required fields for importing records

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
```

LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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Data Pro Support Document

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three files. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

Page 2

RENAME IM ITEM NUMBER (IM0450)

This option was designed to allow a **"Single"** user to modify existing ***Manufacturing Inventory Management Item Numbers*** in all applicable fields. The following pages will describe the changes that will take place during normal processing when this menu option is executed.

NOTE

Although this option will perform a series of **"record locks"** as necessary as it goes through all of the integrated files as it **"renames"** all of the appropriate transactions, records, and notes attached to the master records, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive **"record locked"** error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions.

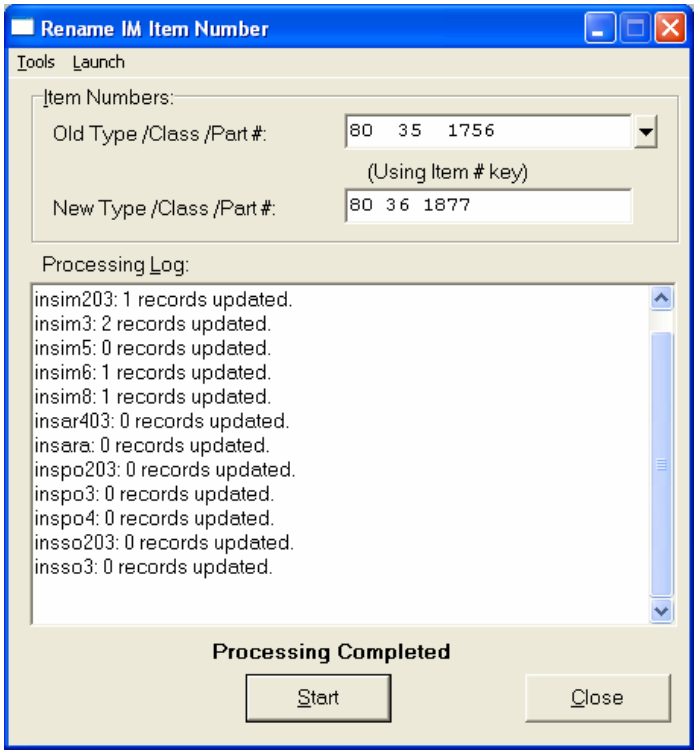
ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!

For instance, many users may desire to rename a single item number which has a great deal of history or transactions posted to it over time. This would only be possible with a special function like this with a unique capability to update all of the files where the ***Manufacturing Inventory Management Item Number*** has been updated. The following section provides a listing of the files that will be updated once this menu option has been selected and the account numbers defined.

NOTE

You MUST perform the Rename function for each fiscal year you want the rename to be applied.

When you choose this menu option and enter the **Old Item #** and **New Item #**, the following screen will appear: Notice that the **Old Item #** field allows users to <click> on the **Down Arrow** ***(F2 by default)*** to select from the existing Item File. Keep in mind that the Inventory Master Configuration allows the user to configure the **20** character item number in various sequences and call the segments whatever is desired. Therefore, the screen may display slightly different titles as shown below. They are still **"item numbers"** no matter what they are called.



Once selected, you may then enter the new Item Number in which you want to convert. The section of the screen below will display a **"Processing Log"** of the various files in all of the related accounting modules and the number of records in each file that have been affected by the change.

When done, the screen will state **"Processing Completed"** and you may <click> on the **"Close"** button to return to the menu.

The following files will be updated with the new information:

MODULE/FILES	FIELDS MODIFIED
ACCOUNTS RECEIVABLE	
AR04 (xxxAR4dy.dbf) Accounts Receivable Detail Transaction File	IMNUM
AR10 (xxxARA.dbf) Accounts Receivable Cycle Invoice File	ITEMNO
MANUFACTURING INVENTORY MANAGEMENT	
IM01 (xxxIM1dy.dbf) Inventory Item Master File	NUM
IM02 (xxxIM2dy.dbf) Inventory Transaction File	NUM
IM03 (xxxIM3.dbf) Inventory Assembly File	NUM SUBNUM
IM05(xxxIM5.dbf) Inventory Price Plan File	BEGITEM ENDITEM
IM06 (xxxIM6.dbf) Inventory Cost Layer File	NUM
IM08 (xxxIM8.dbf) Inventory U/M File	NUM

MODULE/FILES	FIELDS MODIFIED
PURCHASE ORDER	
PO02 (xxxPO2dy.dbf) Purchase Order Detail File	IMNUM
PO03 (xxxPO3.dbf) Purchase Order Temp File	ITEMNUM
PO04 (xxxPO4.dbf) Purchase Order Batch File	ITEMNUM
SALES ORDER ENTRY	
SO02 (xxxSO2dy.dbf) Sales Order Detail File	IMNUM
SO03 (xxxSO3.dbf) Sales Order Work File	ITEMNUM
SO04 (xxxSO4.dbf) Sales Order Pick Ticket Work File	IMNUM

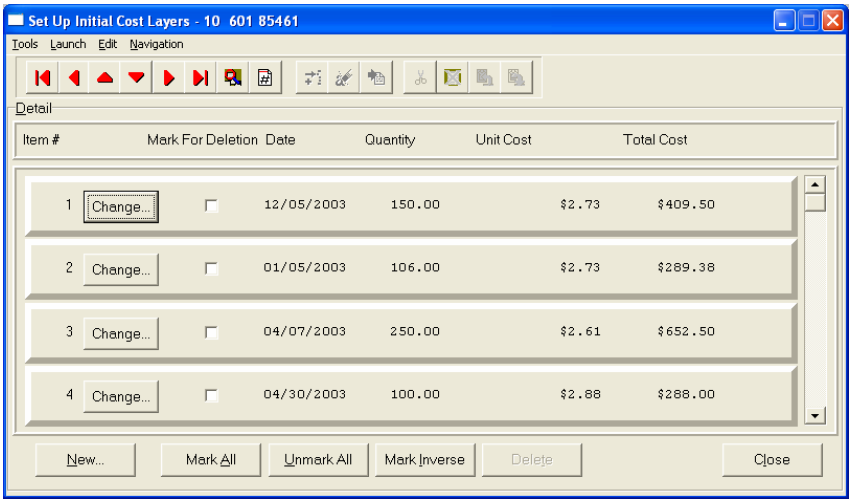
SET UP INITIAL COST LAYERS (M0426)

This option is used to create your initial cost layers for all of your inventory items. Cost Layers are determined by the costing method defined on each inventory item.

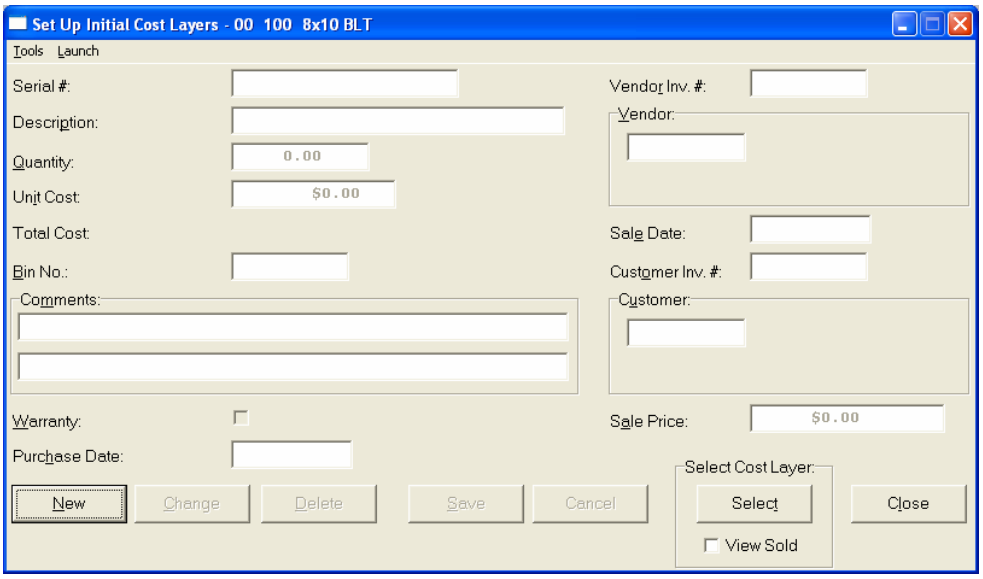
LIFO, FIFO, Serial Number and **Lot Number** costing methods will allow multiple cost layers to be added. There is no limit to the number of cost layers added in this option. **Average, Latest** and **Standard** allow a single cost layer to be added. This cost layer will contain the total quantity of items for this inventory item.

The system will prompt you to enter the inventory item number you will be adding cost layers for. Enter the item number and press the **TAB** key.

<Click> on the **"Set Up"** button and a screen will appear for additional data entry. If the item is defined as a **LIFO**, **FIFO, Average, Latest,** or **Standard** costing method, the system will require a cost layer date, quantity, and unit cost.


Set Up Initial Cost Layers - 10 601 85461
Tools Launch Edit Navigation
Detail
Item # Mark For Deletion Date Quantity Unit Cost Total Cost
1 Change... 12/05/2003 150.00 $2.73 $409.50
2 Change... 01/05/2003 106.00 $2.73 $289.38
3 Change... 04/07/2003 250.00 $2.61 $652.50
4 Change... 04/30/2003 100.00 $2.88 $288.00
New... Mark All Unmark All Mark Inverse Delete Close

If the item is defined as a **Serial Number** or **Lot Number** costing method, the system will first request the Serial Number or Lot Number being added. The system will then display additional data items.



These data items are described on the following pages:

Description	This is a thirty **(30)** character description for this Serial Number or Lot Number. By default, the Inventory Item description will be displayed. This may be overridden with another description.
Quantity	This is the quantity to be entered for this cost layer for this inventory item. This must be the lowest unit of measure ***(stocking unit of measure).*** If this item has been defined as a Serial Number costing method, the system forces the quantity as one **(1)**. For items defined as Lot Number costing methods, you will be required to enter a quantity for this cost layer. If you are entering cost layers for **"Lots"** and you want separate lot numbers entered with specific quantities, you must add a separate cost layer for each unique lot.

Unit Cost	This is the unit cost for this cost layer for this inventory item. This unit cost must be based on the lowest unit of measure ***(stocking unit of measure)***. The system will use the calculation of *"**Quantity X Unit Cost**"* for the value of this cost layer.
Bin #	This is a ten **(10)** character bin number for this Serial Number or Lot Number to identify where the item(s) will be stored.
Comments	There are two, fifty **(50)** character lines for additional comments for this Serial Number or Lot Number. They may be used to describe the type of warranty or any other pertinent information about this item.
Warranty Y/N	This checkbox defines whether or not this Serial Number or Lot Number has a warranty. If you <click> **"on"** this checkbox, this item will not be removed from the files after it has been sold. All information about this item can be viewed through the ***"View Sold Serial/Lot # Items."***
Purchase Date	This field is used to record the Date of Purchase. This information may be necessary for future tracking or recall.
Vendor Invoice #	This field is used to record the Vendor's invoice number. This information may be necessary for future tracking or recall.
Vendor #	This field is used to enter the Vendor Number where this item was originally purchased. You may <click> the **Down Arrow** ***(F2 by default)*** to access the Accounts Payable Vendor scroll search screen, if you are integrated with the Accounts Payable module. Once you select a vendor, the vendor's name will be displayed just below this field.
Sale Date	This field is used to record the Date of Sale. This information may be necessary for future tracking or recall.
Customer Invoice #	This field is used to record the Customer's invoice number. This information may be necessary for future tracking or recall.
Customer #	This field is used to enter the Customer Number of the customer who purchased this item. You may <click> the **Down Arrow** ***(F2 by default)*** to access the Accounts Receivable Customer scroll search screen, if you are integrated with the Accounts Receivable module. Once you select a customer, the customer's name will be displayed just below this field.
Sale Price	This is the price of the item sold.

To Add a New Cost Layer:

1. <Click> the **New** button and certain data items will default on the screen. These include description, quantity, purchase date and sales date. You may override any of these default fields, except for quantity.
2. When you have finished completing the rest of the fields of data for this item, <click> on the **Save** button to add this information to the file.

To Change an Existing Cost Layer:

1. <Click> on the **Change** button.
2. Make any necessary adjustments and then <click> on the **Save** button to update your changes to the file.

To Delete an Existing Cost Layer:

1. <Click> on the **Delete** button.

To View Sold Serial Number Items or Lot Items:

1. <Click> the **View Sold** checkbox, then <click> on the **Select** button. This option allows you to view information that may be regarded as pertinent, after the sale of merchandise has been made. This will only be available for those inventory items that have a Serial Number or press F2 to change the sort to description, bin number, or category. You may also mask on the item number.
2. To exit this option, <click> on the **Close** button.

This option should only be used to input your initial inventory values. Once all inventory items are accounted for, you should run the ***"Inventory Value Summary Report"*** to verify your total inventory value with the General Ledger.

Results:

coIM6.dbf - Inventory Cost Layer File
- All Item Cost Layer Information is set up

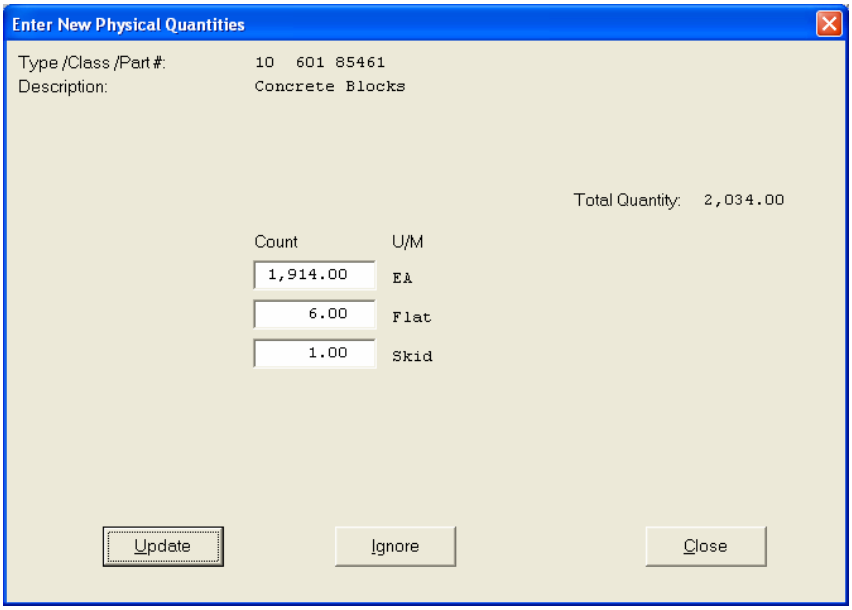
ENTER NEW PHYSICAL QUANTITIES (IM0406)

This option allows you to change the physical inventory quantities after a physical count has been taken. Entry of the physical quantities may be done automatically by item number or alphabetically by description and bin number, if set up in the Master Configuration.

NOTE

All of the following procedures for Performing Physical Count & Update for the current year should be completed **prior** to performing the option **"Start Files for a New Fiscal Year."**

After taking a physical count of your on-hand inventory, this option updates the quantity information for each item. The system will ask for the range of items to update and then ask for the new physical count quantity of each item within the range specified. This provides a very quick method of updating your system after a count.



Please keep in mind that this option should not be used until at least one cost layer has been established in the master file. This option does not ask for any costs and therefore cannot update the value of the inventory otherwise. If there is a discrepancy between the physical count quantity and the book quantity, these differences will appear in the Inventory Shrinkage Report.

Any differences between the physical count quantity and the book quantity will be handled in the following manner:

All reductions will be handled as if it were a normal withdrawal from inventory. All costing methods would use their normal methods to determine the value of the inventory reduction.

Any increases will be posted to the ***"Quantity to Adjust"*** field unless you request the system to make ***Automatic Adjustments Based on Last Cost***. You should always instruct the system to make automatic adjustments.

When you ***"Print Inventory Shrinkage"*** or ***"Update Book Value After Count,"*** the system will prompt you to make automatic adjustments based on the item's last cost. If you answer **(Y)**es, the system will determine the last cost of the item based on the costing method defined on the inventory item and use that as the value for any increases in stock.

For any other adjustments that must be made, use the ***"Setup Inventory Items"*** menu option. This is the only option that will allow these kinds of changes without affecting any sales or cost of sales journals.

When this option is selected, the system will prompt you for a beginning and ending inventory item number and will allow you to mask those items you wish to be included. <Click> on the **"Start"** button and the system will allow you to enter the quantity for each individual item within the range selected. If you have defined multiple units of measure, the system will also prompt you to enter the various amounts based on these methods as well. Enter the new quantity and then <click> on the **"Update"** button or if the quantity showing is correct you may <click> on the **"Ignore"** button to go to the next item.

Remember as a cross check, the system is not going to show the user the current quantity on hand so as not to influence the physical counts being made by staff. Only the counts made should be entered into this option. The differences shown on the ***"Inventory Shrinkage Report"*** will illustrate the variances for you to determine where inaccuracies or recounts may be required.

Results:

coIM1dy.dbf - Inventory Item File
- Changes Last Count Amount

Inventory Shrinkage Report (IM0209)

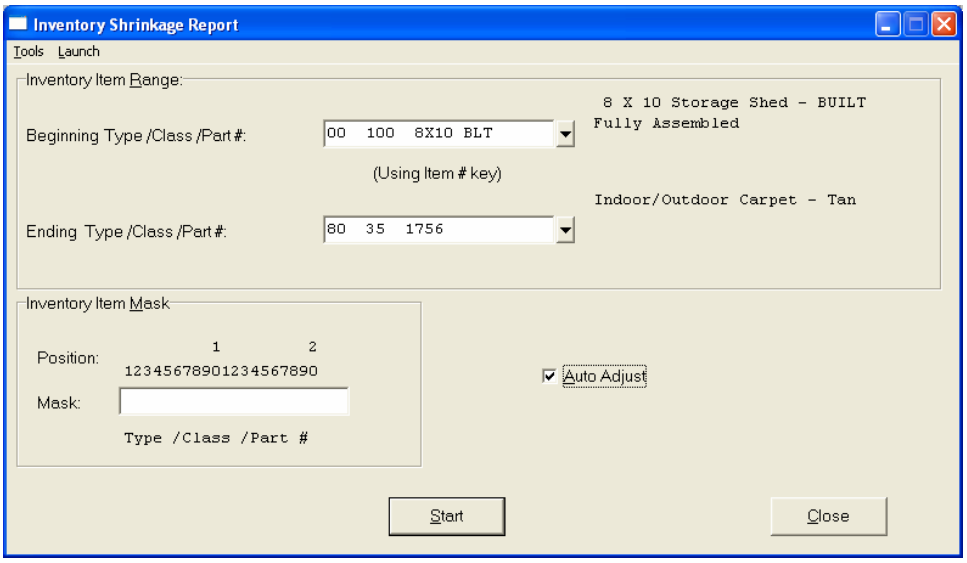
This report displays the total inventory shrinkage in dollars and quantity based on a comparison of the on-hand book quantity to physical quantity entered through the ***"Enter New Physical Quantities"*** option. A summary by General Ledger account number will also be printed.

This report is valuable in evaluating the quantity and dollar value of inventory shrinkage after a physical count. If there is an **"x"** in the **"Adj."** column, it means that your physical count showed more inventory than your book did. The Inventory Shrinkage General Ledger Summary gives you an itemized listing of shrinkage dollars by General Ledger account number on a second page.

If you are interactive with **General Ledger** module, a batch file containing this information will exist for you to update to your General Ledger system. Even if you do not have the General Ledger program, you will still be able to print this report.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. You may also check off the **"Auto Adjust"** box. When you ***"Print Inventory Shrinkage Report"*** or ***"Update Book Value After Count,"*** the system will prompt you to make automatic adjustments based on the item's last cost. If you answer **(Y)**es, the system will determine the last cost of the item based on the costing method defined in the Master Configuration and use that as the value for any increases in stock. For any other adjustments that must be made, use the ***"Change Inventory Items"*** menu option. This is the only option that will allow these kinds of changes without affecting any sales or cost of sales journals.

<Click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
  - Description
  - U/M *(Unit of Measure)*
  - On-Hand Quantity
  - Last Count Quantity
  - Shrinkage Quantity
  - Shrinkage Value
  - Adj. *(Adjustment Required)*
  - G/L Asset Account
  - Total Value
  - Grand Total:

Inventory Shrinkage Report

Infinity POWER Sample Company, Inc. — Page 1
Inventory Shrinkage Report — (4) 04/28/2006

Item Number	Description	U/M	On-Hand Quantity	Last Count Quantity	Shrinkage Quantity	Shrinkage Value	Adj.
1060178511	Corner Blocks *Up to 4 lines of Description *On an Inventory Item. Lines *with an asterisk don't print	EA	20,028.00000	19,504.00000	524.00000	$4,527.36000	
1060185461	Concrete Blocks	EA	120.00000	118.00000	2.00000	$0.00000	
1060216522	Cement - 100 lb. Bag	Bag	1,336.00000	1,337.00000	1.00000-	$0.00000	X
11APOLE	Electric Box Pole	EA	0.00000	3.00000	3.00000-	$0.00000	X
201502241	Roofing Tar Paper *Order by the dozen rolls.	Roll	1,902.00000	1,900.00000	2.00000	$31.66000	
201513311	Roofing Tar	Gal	44.50000	43.00000	1.50000	$50.62500	

* Number of records printed: 6

Infinity POWER Sample Company, Inc. Page 1
Inventory Shrinkage G/L Summary (4) 04/28/2006

G/L Account	Debit	Credit
1400		($4,609.65)
1000	$4,609.65	
otal Debits :	$4,609.65	
otal Credits:		($4,609.65)
alance :	- 0 -	

* Number of records printed: 2

UPDATE BOOK VALUE AFTER A COUNT (IM0407)

This option allows you to update your book inventory quantities to be the same as your physical quantities entered after a physical count. The net change in the inventory value will be summarized by **General Ledger** account number.

After inputting the physical quantities after an inventory count, and before execution of this option, we suggest you print out the ***"Shrinkage Report"*** in order to keep a record of the differences per item. You are now ready to execute this option. The calculation it performs is:

Quantity On-Hand minus the ***Last Count Quantity*** equals the ***Shrinkage Amount***. If the Shrinkage Amount is not equal to zero, then one of the two following updates will occur: If the Shrinkage amount is a positive quantity, this reflects a decrease in your inventory. The system will automatically make a withdrawal using the costing method defined on the inventory item for that quantity difference.

If, however, the Shrinkage amount is a negative quantity, this reflects an increase in your inventory. Any increases will be posted to the ***"Quantity to Adjust"*** field unless you request the system to make ***"Automatic Adjustments Based on Last Cost."*** You should always instruct the system to make automatic adjustments. If you <click> **"on"** the checkbox, the system will determine the last cost of the item based on the costing method defined on the inventory item and use that as the value for any increases in stock.

If the inventory item has a negative quantity ***(an increase in your inventory)***, and the item is a Serial Number or Lot Number costing method, the system will prompt you for the new Serial Numbers or Lot Numbers to add to the inventory stock. If the inventory item has a positive quantity ***(an decrease in your inventory)***, and the item is a Serial Number or Lot Number costing method, the system will prompt you to select existing Serial Numbers or Lot Numbers to remove from the inventory stock.

If you are integrated with the **General Ledger** system, a journal entry will be posted to your General Ledger Integration File reflecting the Shrinkage amount, if applicable. If not, you will have a summarized print out by account number to work with.

Example:

This example will basically step you through how the system handles the Book to Physical update:

Example 1:

Quantity On-Hand 50
+ Last Count -30
= **20**

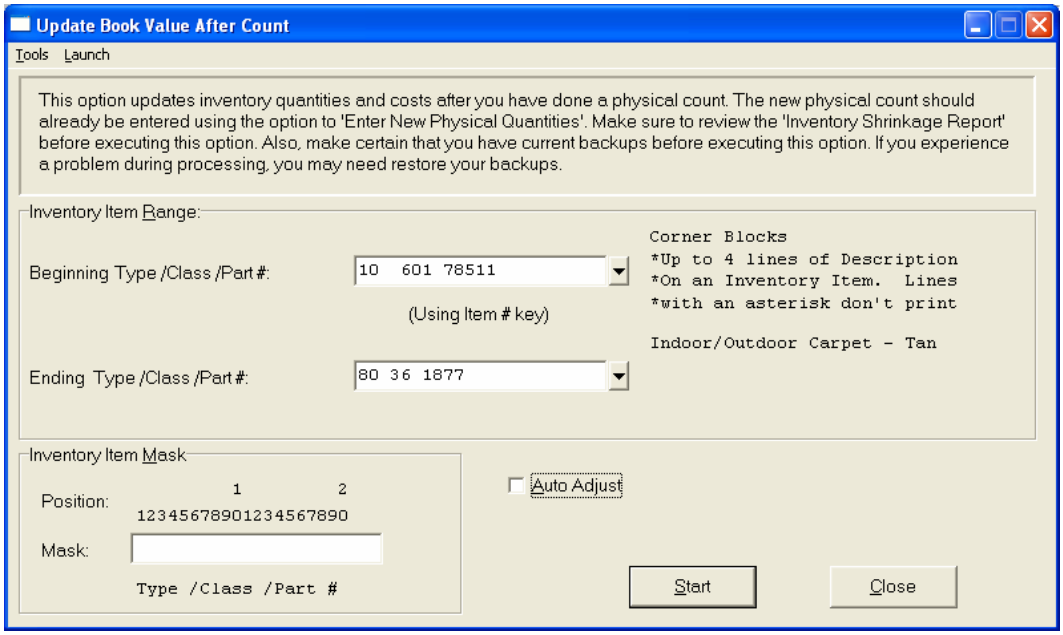
The system will make a withdrawal of **20** items using the normal cost method.

Example 2:

Quantity On-hand 20
+ Last Count -25
= **-5**

The system would put a **"+5"** in the ***"Quantity to Adjust"*** field. You now have the option of how you want to handle this overage in your books. The positive amount is calculated because a negative shrinkage amount is actually a positive number.

When you select this option, you will be prompted to enter a Beginning and Ending Item Number to define the range of items to include in this update. You may also define the Item Mask which allows you to only include a smaller segment of items out of the larger defined group.


Update Book Value After Count
Tools Launch
This option updates inventory quantities and costs after you have done a physical count. The new physical count should already be entered using the option to 'Enter New Physical Quantities'. Make sure to review the 'Inventory Shrinkage Report' before executing this option. Also, make certain that you have current backups before executing this option. If you experience a problem during processing, you may need restore your backups.
Inventory Item Range:
Beginning Type /Class /Part #:
10 601 78511
(Using Item # key)
Ending Type /Class /Part #:
80 36 1877
Corner Blocks
*Up to 4 lines of Description
*On an Inventory Item. Lines
*with an asterisk don't print
Indoor/Outdoor Carpet - Tan
Inventory Item Mask
Position:
1 2
12345678901234567890
Mask:
Type /Class /Part #
Auto Adjust
Start
Close

As an option, you may choose to make ***"Automatic Adjustments Based on Last Cost."*** The Update Book Value after a Count will increase the item's on-hand quantity. It will also determine the item's last cost, based on the costing method defined for that specific inventory item and use that as the value of any increases to stock.

<Click> on **Start** to begin. When completed, <click> on **Close** to return to the menu.

Results:

coIM1dy.dbf - Inventory Item File
- On Hand Quantities are updated
- Cost Information is updated

coIM2dy.dbf - Transaction File
- History Maintained *(optional)*

IM2GL.co - General Ledger Integration File

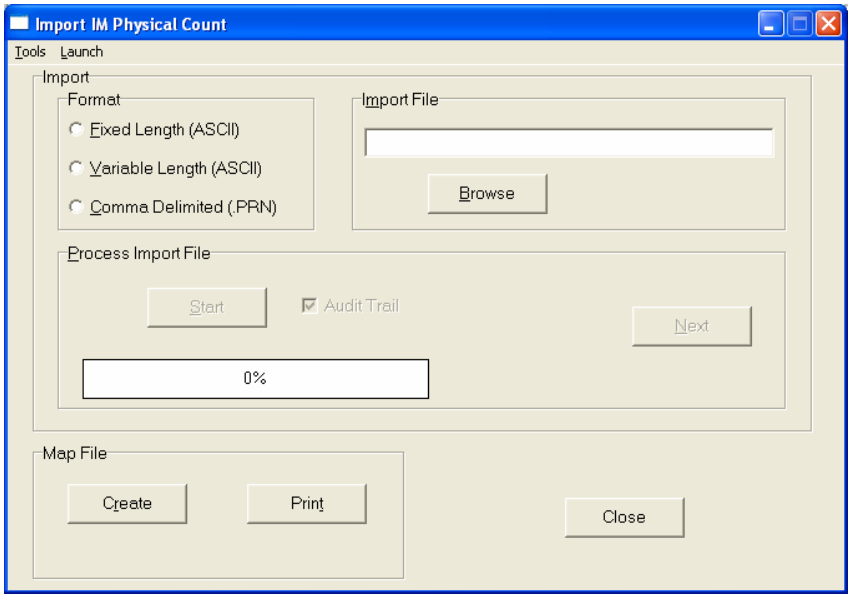
Updates are:

- Debit to Shrinkage Expense Account
- Credit to Inventory Asset Account

IMPORT PHYSICAL COUNTS (IMJ0603)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Inventory Physical Counts directly into the Manufacturing Inventory module.

When you select the option to ***"Import Inventory Items,"*** a new screen will appear.



At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a comma-delimited file, the data can be variable length. The **Fixed Length ASCII** file logical record length for this import file is **30** bytes.

Description	Type	Position	Length
Item #	STRING	1	20
Last Count Qt.	DOUBLE	21	10

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Physical Counts File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT INVENTORY PHYSICAL COUNT (IM0603.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Set up and Maintenance, import Physical counts and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as IM0603.MAP.**

Explanation of File:

"Item #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 20, (length of field) "STRING", (Type of field) 1, (Starting position of field) 20 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
*"Item #",0,20,"STRING",1,20
"Last Count Qty.",426,0,"DOUBLE",21,10
"LRL",30
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS **(Must have 0.00 if no amount)**
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

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Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three files. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

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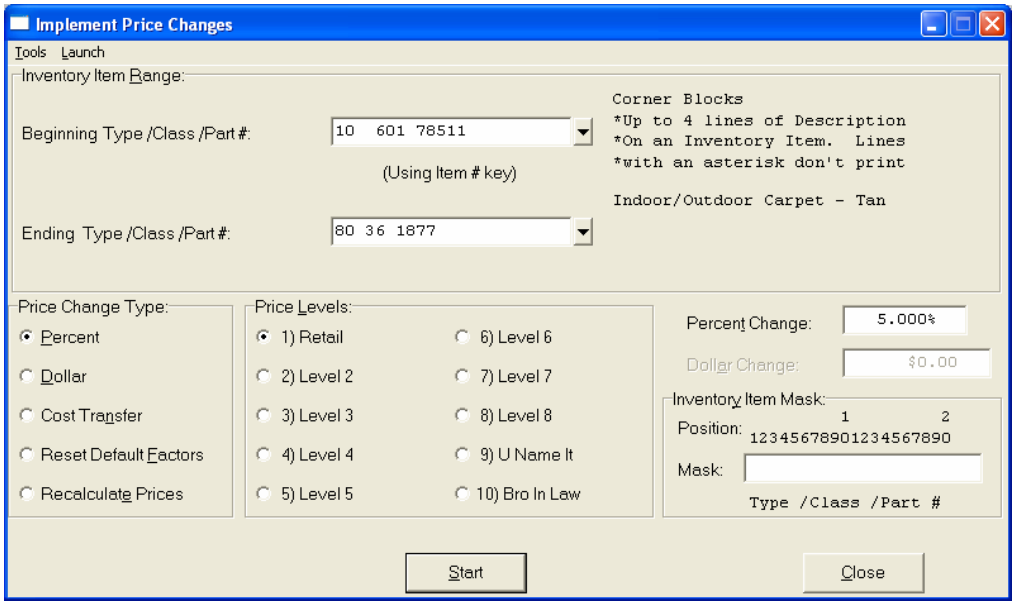
IMPLEMENT PRICE CHANGES (IM0412)

This option allows you to quickly make price changes on some or all inventory items. You may change the prices based on a percentage change, dollar amount change, or transfer the average cost to a specific price.

This option can be used to save a tremendous amount of data entry work when you need to make changes to your price tables. This can be useful for such things as sale price items, price increases, etc. Also, if you are basing some of your prices on your cost of the items, you can easily reset this ***"cost"*** price level whenever your costs change. There are two data items that define how the system will make the price changes.

First you will define the valid range of Inventory Items to be affected by this change and uses an item mask if there is a smaller group within the range of items that should only be affected by the change. Depending on the choice you make, certain options will apply.



These items are discussed on the following pages.

Select the Type of Price Change

This data item tells the system exactly what type of change to make. The valid types are listed below.

Percent Changes
Dollar Changes
Cost Transfer
Reset Default Factors
Recalculate Prices

Percent Changes	This type tells the system that you want to change the price by a specific percent. You will be allowed to enter either a positive or negative percentage to indicate a price increase or decrease. The new price will be: **New Price = Old Price + (Old Price X Percent/100)**
Dollar Changes	This type tells the system that you want to change the price by a specific dollar amount. You will be allowed to enter a positive or negative amount to indicate a price increase or decrease. The new price will be: **New Price = Old Price + Dollar Change**

Cost Transfer	This type tells the system that you want the current average cost to be placed in a specified price level. This is useful if you have set up some of your price levels to be based on your cost. For example, if you set up price level 1 as your cost, and then specify the factor for levels 2 and up as 1.10, 1.15, etc. the system will calculate the prices as cost plus 10%, cost plus 15%, etc. The new price will be: **New Price = Current Average Cost** If the item has no on-hand quantity, or the calculated average cost is zero, the price level will not be changed.
Reset Default Factors	This type will tell the system to reset the price factors of the item to the default factors set up in the Master Configuration. After you select this type, you must select the type **5** ***(Recalculate Prices)*** before any of the actual prices will be changed.
Recalculate Prices	This type tells the system to recalculate all of the prices for the item based on the factors set up for each price level. This type performs the exact same calculation as the option in ***"Add an Inventory Item"*** for setting up the initial price tables.
Price Level to Change	This data item contains the price level that you want the system to change **(1 - 10)**. This data item will be skipped over if you have selected either ***"Reset Default Factors"*** or ***"Recalculate Prices"*** as the type.

If you have selected the type ***"Percent Change,"*** the system will then ask you for the percentage that you want to increase or decrease the price by.

If you have selected the type ***"Dollar Change,"*** the system will then ask you for the dollar amount that you want to increase or decrease the price by.

<Click> on the **"Start"** button, and the system will perform the specified price changes. You will then be returned to this screen for further price changes. <Click> on the **"Close"** button to exit.

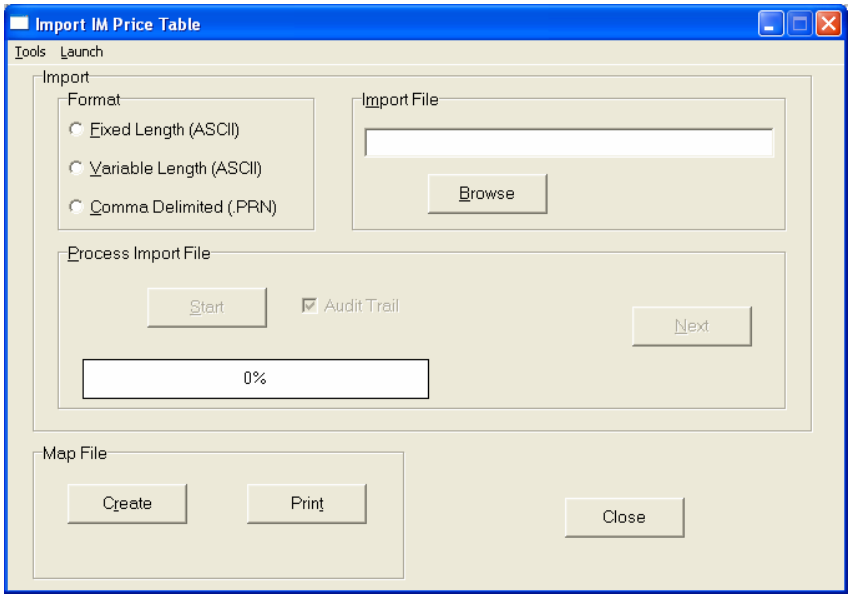
Results:

coIM1dy.dbf - Inventory Item File
- Inventory Item Prices changed

IMPORT PRICE TABLE (IM0604)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import Price Tables directly into the Inventory module.

When you select the option to ***"Import Price Tables,"*** a new screen will appear.



At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a comma-delimited file, the data can be variable length. The **Fixed Length ASCII** file logical record length for this import file is **120** bytes.

Description	Type	Position	Length
Item #	STRING	1	20
Retail	DOUBLE	21	10
Retail – 10%	DOUBLE	31	10
Retail – 20%	DOUBLE	41	10
Retail – 25%	DOUBLE	51	10
Retail – 30%	DOUBLE	61	10
Qty. 1	DOUBLE	71	10
Qty. 3	DOUBLE	81	10
Qty. 5	DOUBLE	91	10
Qty. 10	DOUBLE	101	10
Qty. 50	DOUBLE	111	10

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging

Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER** programs.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file

2 = Change record in file

3 = Delete record in file

4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Price Tables File

Data Pro Support Document

IMPORT INVENTORY PRICE TABLE (IM0604.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Price Table and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as IM0604.MAP.**

Explanation of File:

"Item #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 20, (length of field) "STRING", (Type of field) 2, (Starting position of field) 20 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
*"Item #",0,20,"STRING",1,20
"Retail",458,0,"DOUBLE",21,12
"Level 2",466,0,"DOUBLE",33,12
"Level 3",474,0,"DOUBLE",45,12
"Level 4",482,0,"DOUBLE",57,12
"Level 5",490,0,"DOUBLE",69,12
"Level 6",498,0,"DOUBLE",81,12
"Level 7",506,0,"DOUBLE",93,12
"Level 8",514,0,"DOUBLE",105,12
"Level 9",522,0,"DOUBLE",117,12
"Level 10",530,0,"DOUBLE",129,12
"LRL",140
```

* Required fields for importing records

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
```

LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY

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Field Descriptions:

"ACTION" TYPES
1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

Example: Adding to existing amount lines. "Retail [A]",458,0,"DOUBLE",21,12 (Amount being imported will be added to amount already in the field).

If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three files. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

Page 2

SET UP PRICE PLANS

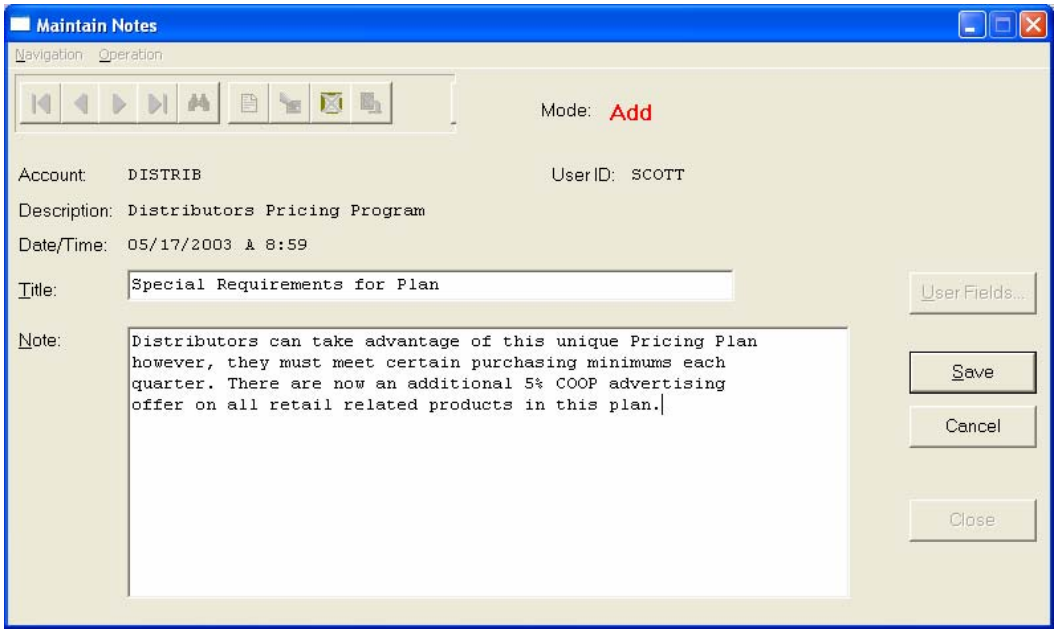
This section discusses how to set up customized price plans which may be used throughout the Accounts Receivable, Order Entry, and Point of Sale modules. A discussion follows here on how to add, change, delete, and copy Price Plans. These Price Plans may be modified at any time, but careful consideration should be made before any changes are implemented. It also discusses how to print the Price Plan Listing Report, which is used to verify all information input in the Price Plan files.

Price plans are used by the Accounts Receivable system to assign special Pricing Plans to specific customers. Each Price Plan can be set up to encompass a single item, a range of items, or a group of items that have the same **"masking"** structure.

Price Plans can be setup to set pricing for a specific type of customer. Some customers may only purchase items that come by a specific type of unit of measure such as, the skid or pallet. You can set up special price plans to incorporate a specific unit of measure pricing such as skid pricing.

You may add **"notes"** to any Price Plan that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time.


Maintain Notes
Navigation Operation
Mode: Add
Account: DISTRIB
User ID: SCOTT
Description: Distributors Pricing Program
Date/Time: 05/17/2003 A 8:59
Title: Special Requirements for Plan
Note: Distributors can take advantage of this unique Pricing Plan however, they must meet certain purchasing minimums each quarter. There are now an additional 5% COOP advertising offer on all retail related products in this plan.
User Fields...
Save
Cancel
Close

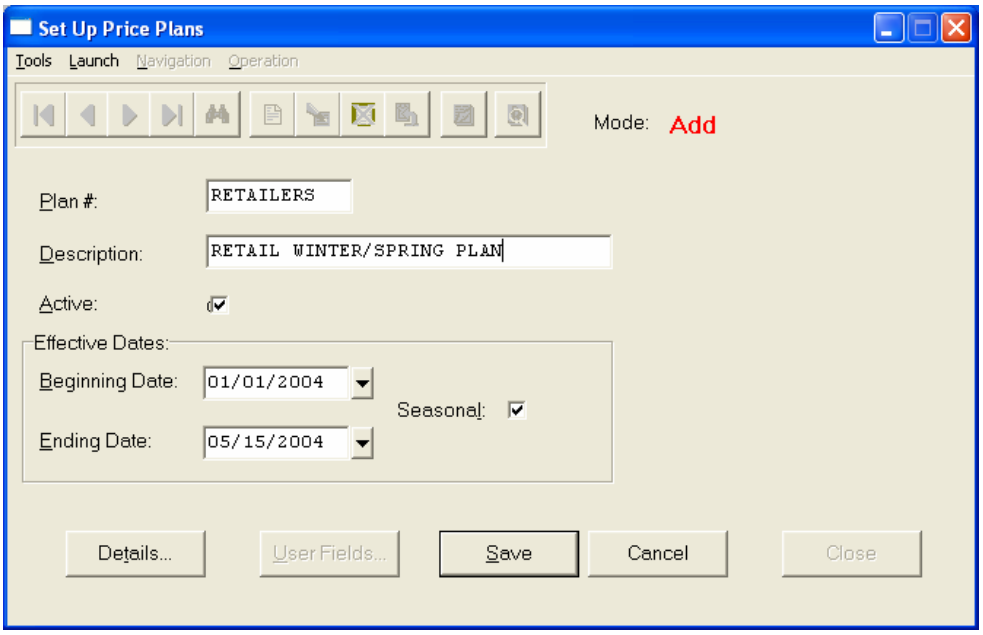
You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Add Mode (IM0421)

This option allows you to enter your new price plans. Price Plans enhance the functionality of inventory pricing. Depending on the nature of your business, you may have the need to offer more extensive pricing variables than the ten **(10)** defaults set up in the Manufacturing Inventory Master Configuration. Every plan can be activated or inactivated at any time, and they may be assigned a beginning and ending date range to be active.



This **"date range"** can be used for promotions or seasonal pricing. Some companies have special pricing for certain items for certain seasons of the year. **"Price Plans"** will allow the capability of setting a pricing structure for these particular items, which includes a specific beginning and ending date range for every year.

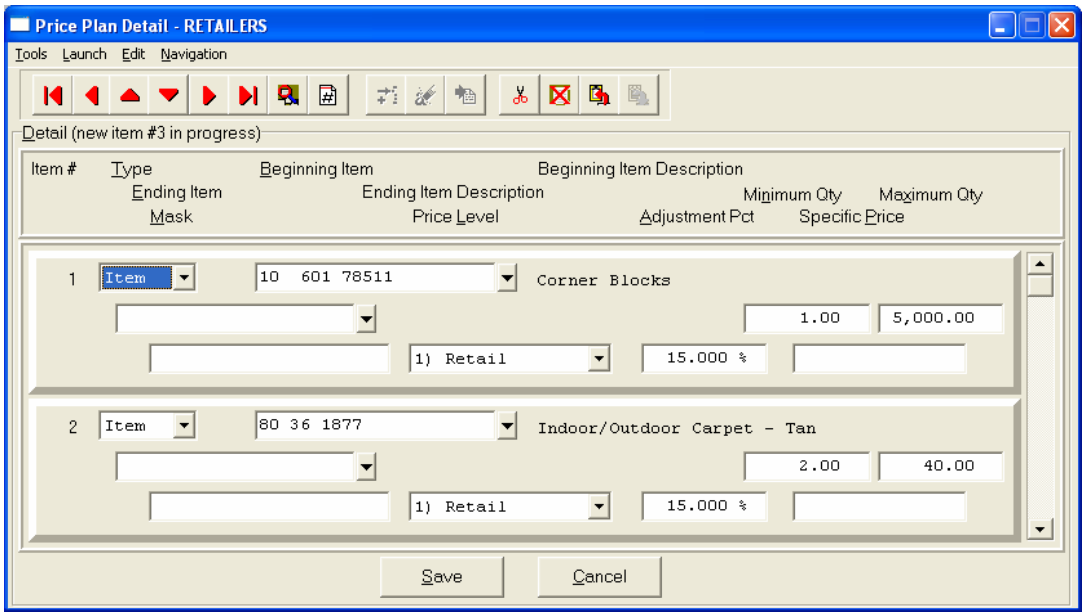
On each Price Plan a minimum and maximum quantity is required to define the quantity breaks for pricing as well as a specific pricing structure. There are several ways to calculate pricing in the Price Plans:

- Specific Pricing
- Pricing based on pre-defined price levels
- A combination of pre-defined price levels and a percentage adjustment *(which can be plus or minus)*
- Specific Pricing based on units of measure

Each Price Plan has two hundred **(200)** detail lines that can be defined with various inventory items, ranges of inventory items or groups of inventory items. Price Plans have a wide range of uses. In a Retail Point of Sale environment, a price plan can be used for a special sale. In a Distribution Outlet, a Price Plan can be used for a variety of multiple discounts based on the customer purchasing the merchandise.

The primary benefit of Price Plans is **contract pricing**. For example, a bid is proposed to a customer and a Proposal is entered in the **Order Entry** module with special pricing provided to that customer. This pricing does not fall into any general pricing category like the rest of the customer base. By establishing a custom Price Plan, manual calculation or entry of custom prices is **not** required. The system handles it automatically.

When you select the menu option ***"Set Up Price Plans,"*** and you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** You may enter any alpha/numeric combination of up to ten **(10)** characters into this field. This provides you with flexibility to define and describe price plans as you see fit.


Price Plan Detail - RETAILERS
Tools Launch Edit Navigation
Detail (new item #3 in progress)
Item # Type Beginning Item Beginning Item Description
Ending Item Ending Item Description Minimum Qty Maximum Qty
Mask Price Level Adjustment Pct Specific Price
1 Item 10 601 78511 Corner Blocks
1.00 5,000.00
1) Retail 15.000 %
2 Item 80 36 1877 Indoor/Outdoor Carpet - Tan
2.00 40.00
1) Retail 15.000 %
Save
Cancel

The following is an explanation of the data items necessary for the set up of each Price Plan.

Description	This is a thirty **(30)** character (*alpha/numeric*) description of the Price Plan. This will be displayed on the Price Plan Listing. If this Price Plan will be utilizing a specific unit of measure pricing, then enter the unit of measure description, exactly as it has been set up in the unit of measure descriptions in between brackets (**(skid)**) anywhere on this line.
Active	This field determines whether or not this Price Plan is **"activated."** Price Plans that have been entered may be activated or inactivated at any time. This could be due to promotional testing, market conditions, or anything else. If you wish to activate this Price Plan, <click> **"on"** the checkbox.
Beginning Date	This field determines the beginning date this Price Plan will take effect. There are several available answers to this data item. **a.** Enter a beginning date, e.g., **010104**, for the Price Plan to take effect on that beginning **day** of that **month** of that **year**. **b.** Enter a beginning date, e.g., **0101**, for the Price Plan to take effect on that beginning **day** of that **month** of **this** and **any future years**. This would apply to seasonal pricing capabilities. **c.** Leave the beginning date blank for the Price Plan to be in effect at **all times**.

Ending Date	This field determines the ending date this Price Plan will stop taking effect. There are several available answers to this data item. **a.** Enter an ending date, e.g., **013104**, for the Price Plan to end on that **ending day** of that **month** of that **year**. **b.** Enter an ending date, e.g., **0131**, for the Price Plan to end on that **ending day** of that **month** of **this** and **any future years**. This would apply to seasonal pricing capabilities. **c.** Leave the ending date blank for the Price Plan to be in effect at **all times**. If you have chosen to utilize the **"b"** category, then <click> **"on"** the **"Seasonal"** checkbox. <Click> on the **"Details"** button and a scrolling screen will appear on which you may enter up to two hundred **(200)** detail lines of information to this Price Plan.
Type	This field determines whether this line item on the price plan will apply to a specific item, a range of items, or a group of items that meet a specific **"masking"** criteria. <Click> on the pull down box to choose from the three **(3)** types available: **Item -** By selecting **"item,"** this tells the system that the pricing specification made on this detail line only applies to the one inventory item specified on this line. **Range -** By selecting **"range,"** this tells the system that the pricing specification made on this detail line applies to the range of inventory items specified on this line. This is particularly valuable in that you may virtually use an unlimited number of items for this price plan. For instance, you may give a special discount on a class or make of products. By using the **"range"** option, one line can cover them all. **Mask -** By selecting **"mask,"** this tells the system that the pricing specification made on this detail line applies to a range of inventory items specified on this line that also meet the **"masking"** criteria specified. **"Masking"** is a mechanism used by the system to allow you to selectively extract specific item numbers to be included as part of this price plan based on their common characters within the inventory item number. Therefore, when you initially set up inventory item numbers, you must code them in a fashion that can be utilized for this function. The **System Administrator** manual provides specific examples on how to utilize the masking feature. This is particularly valuable in that you may virtually use an unlimited number of items for this price plan. Similar in concept to the **"range,"** using a **"mask"** allows you to include items that are **not** in sequential order, but share common item number characteristics.
Beginning/Ending Item	If you have chosen the **"Item"** type, this field will prompt you for only the item you want to include on this particular line item. If you have selected either the **"Range"** or **"Mask"** types, respectively, you will be prompted to enter the beginning item number and then the ending item number directly below.
Minimum Qty	Enter the minimum quantity allowed for this price definition. If no quantity is entered, all quantities will be accepted for this price definition.
Maximum Qty	Enter the maximum quantity allowed for this price definition. If no quantity is entered, all quantities over the minimum quantity will be accepted for this price definition.

Price Level	<Click> on the pull down box and select one of the ten **(10)** default price levels defined in the Master Configuration or select the additional price level **"Specific Price" or "None."** Keep in mind that you may use any of the price levels available as the basis for other calculated prices. Therefore, if you want to perform a discount off of the suggested retail price, use Price Level 1. This assumes that Price Level 1 is defined as **"retail price."** If you are trying to perform **"cost plus"** type pricing, pick the level you have established as **"cost"** for this choice. If contract pricing is what is necessary, then choose Option #12, **"Specific Price"** so that you may enter the exact price you want in effect for this line item.
Adjustment %	Enter the percentage of adjustment to the price level selected. For an **increase** to the price level selected, enter a **(+)** positive percentage ***(e.g., 10 for 10%)***. If you are trying to perform **"cost plus"** type of pricing, a standard price level must be set up in the Inventory Master Configuration as **"cost."** A Price Plan then needs to be set up with **"cost"** as the price level plus a percentage. A positive percentage would then be needed to **"add"** to the **"cost"** price. For a **decrease** to the price level selected, enter a **(-)** negative percentage ***(e.g., -10 for -10%)***. For example, a price level may be predefined as **"Retail -10%,"** and in a Price Plan you would like to define it as **"Retail -15%."** A percentage of **"-5.00%"** would then be needed to reduce the Retail price even further.
Specific Price	The specific price will only be available if **Price Level 12** has been selected as the price level for this detail line. Enter a specific price for this price definition. This is very common with custom pricing unique to a specific customer.

NOTE

You may have several price definitions with the same range of inventory items, with different minimum and maximum quantities, as well as different price levels. Remember that the first price definition that the criteria has met will be used.

You may now repeat this process for the number of detail lines that you desire on a price plan by price plan basis. A single Price Plan may have up to a maximum of two-hundred **(200)** detail lines. When you have entered all of the detail lines for this price plan, <click> on the **"Save"** button to go to the initial screen. <Click> the **"Save"** button to validate this price plan. You are now ready to input the next price plan or <click> on **"Close"** to exit this option.

Results:

coIM4.dbf - Price Plan Master File
- Price Plan is Added to File

coIM5.dbf - Price Plan Detail File
- Detail of Price Plan is Set Up

Change Mode (IM0422)

If you have made any mistakes during this set up process, you may return to the ***"Set Up Price Plans"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coIM5.dbf - Price Plan Detail File
- Price Plan Information is updated

Delete Mode (IM0423)

This option allows you to delete price plans you may have entered by mistake or no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

"Press ENTER to delete the item above (ESC to exit)."

Make sure this is what you want to do, because once a price plan is deleted, it can not be retrieved.

Results:

coIM4.dbf - Price Plan Master File
- Price Plan is marked for Deletion

coIM5.dbf - Price Plan Detail File
- Price Plan Detail is marked for Deletion

Copy Mode (IM0424)

This option allows you to create new price plans by copying the information from existing ones. Using this option, the system provides a quick method of setting up price plans that are very similar. Many price plans may only vary slightly by customer, inventory items used, or many other variables. The rest of the information relevant to these items may be exactly the same. By using the *"Copy Price Plans"* menu option, you are able to quickly create and enter new price plans into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for Price Plan number, will be copied to a new record. Enter the new Price Plan number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coIM4.dbf - Price Plan Master File
- A new Price Plan is added to the file

coIM5.dbf - Price Plan Detail File
- Detail Lines of New Price Plan is Set Up

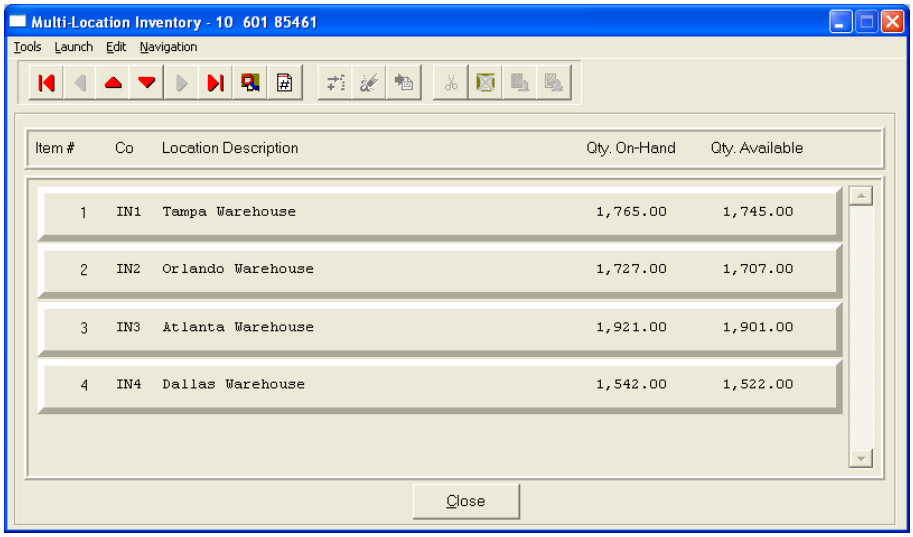
SET UP INVENTORY LOCATIONS

Multi-Location Inventory tracking is a method of tracking and distributing inventories from a central location. This is true for all inventory costing methods except for the case of Serialized or Lot Numbered items. These costing methods can not be used to their full advantage in conjunction with Multi-Location Inventory Tracking.

Conceptually, each location will have its own company set up including the General Ledger and Manufacturing Inventory Management modules. This will facilitate the requirement to track the Due To/Due From entries that are created when the inventories are transferred from the central location to the individual site locations.

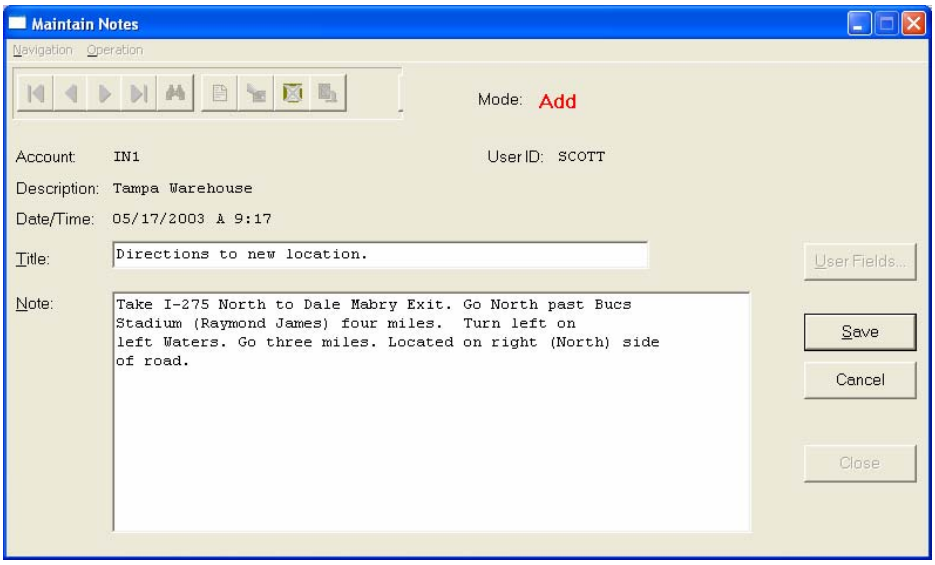
Once all of your locations are established in this option and inventory items are being tracked in each location, users will have the ability to perform an on-line inquiry for each Inventory Item to easily determine what stock levels are available at the various locations for the same item. This is a very convenient and powerful feature, but does require that this setup be done first.

The following screen illustrates how a simple inquiry would look for one inventory item at multiple locations. Remember, you may have as many locations as you desire.


Multi-Location Inventory - 10 601 85461
Tools Launch Edit Navigation
Item # Co Location Description Qty. On-Hand Qty. Available
1 IN1 Tampa Warehouse 1,765.00 1,745.00
2 IN2 Orlando Warehouse 1,727.00 1,707.00
3 IN3 Atlanta Warehouse 1,921.00 1,901.00
4 IN4 Dallas Warehouse 1,542.00 1,522.00
Close

You may add **"notes"** to any Inventory Location that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time.


Maintain Notes
Navigation Operation
Mode: Add
Account: IN1
User ID: SCOTT
Description: Tampa Warehouse
Date/Time: 05/17/2003 A 9:17
Title: Directions to new location.
Note: Take I-275 North to Dale Mabry Exit. Go North past Bucs Stadium (Raymond James) four miles. Turn left on left Waters. Go three miles. Located on right (North) side of road.
User Fields...
Save
Cancel
Close

You will be prompted for a description of fifty **(50)** characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

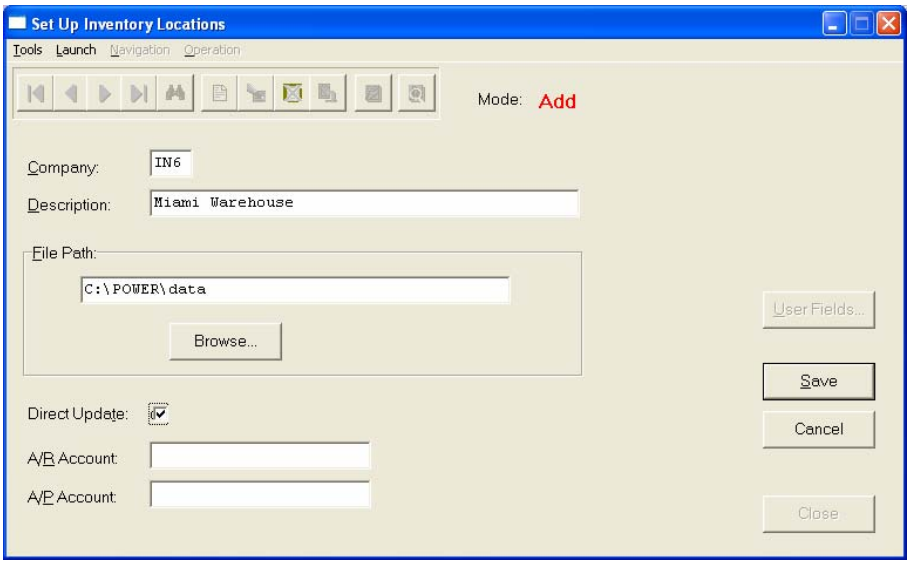
If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields.

If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Add Mode (IM0801)

This option allows you to set up new inventory locations. These locations require a separate company set up with at least the General Ledger and Manufacturing Inventory Management modules loaded and operational. This option allows you to add new locations to your inventory location file. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory locations. This process will repeat itself for each inventory location.

Select the option to ***"Set Up Inventory Locations."***



Enter the three **(3)** character *(alpha/numeric)* company number in the format that you initially set up in the ***"Create a Company"*** option. Once this information is entered, the next screen will appear displaying the Location ***(Company #)*** and five **(5)** data items to complete.

The following is an explanation of each of these data items:

Description	This field is a forty **(40)** character *(alpha/numeric)* description field. Use this field to enter a description for this location. This description will be used on the Inventory Item Inquiry and on some reports.
Inventory Data Path	This is a forty **(40)** character *(alpha/numeric)* field used to define the data file path for this location ***(company #)***. It is possible that all companies do not reside in the same data directory. This way, a data file path can be defined for each new location set up. For example: **C:\POWER\DATA\CO123** or it could be as simple as: **.\DATA**
Direct Update	This is a checkbox which will designate whether or not this location ***(company #)*** will allow direct updates to the Inventory and General Ledger data files when transfers are made. If you <click> **"on"** this checkbox, the system will automatically update the Inventory data files with the appropriate entries based on the transfers performed. It will also create the General Ledger journal entries required to back up the transfers made. If you don't check this box, the system will only allow Inquires to be made on this company. It will not allow any transfers to be performed.
AR Account	This data item will determine the Accounts Receivable account to use for the **"Due From"** transaction that occurs when a transfer is performed. This is **NOT** the Accounts Receivable account that is used to track your normal receivables from customers.

It is highly recommended that you create **"separate"** Accounts Receivable accounts to track these special entries which are considered Inter-Company transactions. You may add an Accounts Receivable account for each location ***(company #)*** that you wish to perform transfers to. The system does **NOT** update any Accounts Receivable Customers with these transactions.

The following explains the accounts receivable transactions the system will create when a transfer is performed.

Company INS - Source Company
Company ABC - Destination Company

A transfer of ten **(10)** Corner Blocks **(Item # 10 601 78511)** is made from the **INS** Company to the **ABC** Company. The unit cost is $ 3.50 each.

Entries made in the **INS** General Ledger:

Account Description	Debit	Credit
Inventory		**(35.00)**
AR – Due From ABC	**(35.00)**	

AP Account

This data item will determine the Accounts Payable account to use for the **"Due To"** transaction that occurs when a transfer is performed. This is **NOT** the Accounts Payable account that is used to track your normal payables from vendors.

It is highly recommended that you create **"separate"** Accounts Payable accounts to track these special entries which are considered Intercompany transactions. You may add an Accounts Payable account for each location ***(company #)*** that you wish to perform transfers to. The system does **NOT** update any Accounts Payable Vendors with these transactions. The following explains the accounts payable transaction the system will create when a transfer is performed. We will use the same scenario as on the previous page.

Entries made in the **ABC** General Ledger:

Account Description	Debit	Credit
Inventory	**35.00**	
A/P – Due To INS		**(35.00)**

It is necessary to have the Accounts Payable account set up in both the Source and Destination companies. The system will use the Accounts Payable account in the destination company.

Results:

sysIM7.dbf - Inventory Locations File
- Location Information is added

Change Mode (IM0802)

This option allows you to change all information for any location. After initial set up, all Intercompany transfers should be input through ***"Record Intercompany Transfers."***

If you have made any mistakes during this set up process, you may return to the **"Set Up Inventory Locations"** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **"Modify the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Change."** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

sysIM7.dbf - Inventory Locations File
- Location Information is updated

Delete Mode (IM0803)

This option allows you to delete locations you may have entered by mistake, or no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

Results:

sysIM7.dbf - Inventory Location File
- Location is deleted

Copy Mode (IM0804)

This option allows you to set up new locations by copying existing ones. This option is very helpful in setting up multiple locations. Using this option, the system provides a quick method of setting up locations that are very similar. Many locations may only vary by description. The rest of the information relevant to these items may be exactly the same. By using the ***"Set Up Inventory Locations"*** menu option, you are able to quickly create and enter new locations into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."*** You will notice all the information, except for Inventory Location number, will be copied to a new record. Enter the new Inventory Location number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

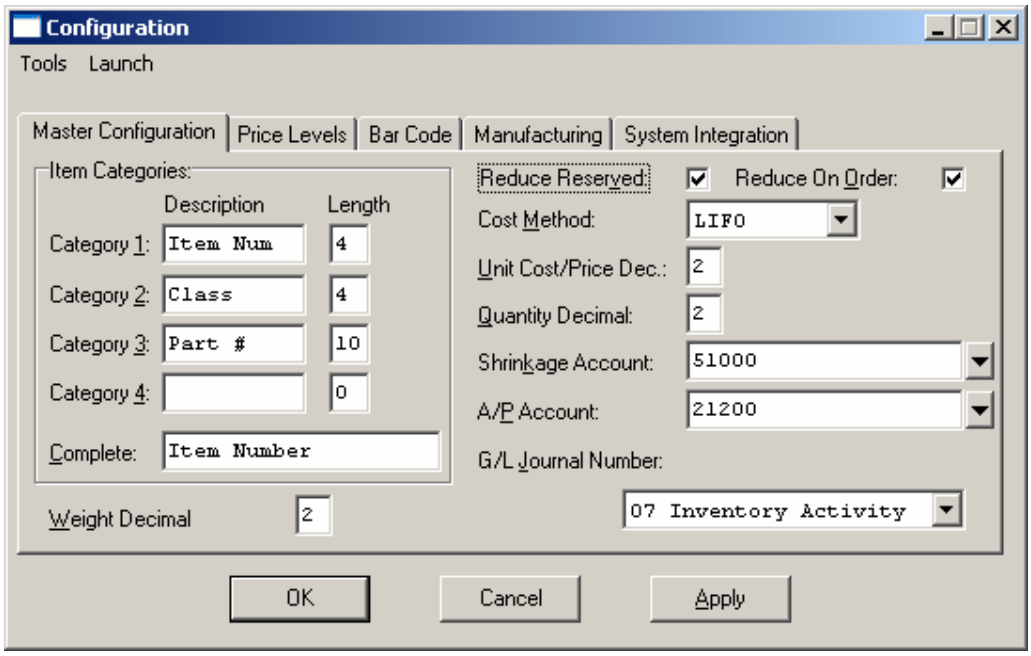
sysIM7.dbf - Inventory Location File
- Location Information is added

INVENTORY CONFIGURATION (IM0408)

This option allows you to change the standard inventory configuration. This includes changing the item number size and description, price levels, quantity breaks, manufacturing specifications, and which systems you want to integrate with.

A default configuration is already built into your Inventory module. However, you may prefer to change this configuration to meet your company's specific requirements. If you do decide to assume the default values, please review them carefully before you begin processing. After selecting this option, a screen will appear displaying the following five choices below:

- **Master Configuration**
- **Price Levels**
- **Bar Code**
- **Manufacturing**
- **System Integration**



As you proceed to select each option, enter all required or <click> on the **"OK"** button to assume the default configuration.

Master Configuration

The Master Configuration screen will display with the data items necessary for configuring your inventory data files.

Item Categories

Category 1 Description	4
Category 2 Description	4
Category 3 Description	10
Category 4 Description	2
Complete:	Cat1/ Cat2/ Cat3/ Cat4

The inventory item number can be configured with a maximum of **20** characters *(alpha/numeric)* and broken into **4** components. You also have the ability to create your own item descriptions and their abbreviated form for report headings. A maximum of twenty **(20)** characters is available for report headings.

Viewing the screen will illustrate the default values for the Item categories. All twenty characters are used, but you may configure these groups in any way you prefer. If a space is desired to separate the components, add one more character to the required length of each component. As you are changing the default settings, keep in mind the total length of the Item Number can only be a maximum of twenty characters. If you try to change the first length to a number that would throw the total over twenty characters, a warning message will appear at the bottom of the screen.

To avoid this, start at Category 4 and moving up to Category 1, change all lengths to **"0"** and then proceed to set them at the new lengths you desire. Sorting, searching and masking routines are very crucial for quick and accurate reporting and retrieval of information. Designing your inventory item number is the key to utilizing these features to your benefit. Please review these chapters in your **System Administrator** manual.

Weight Decimal (0-5)	This number is used to determine how many decimal places are necessary for fractional weight quantities. For example, the use of percentage weights ***(e.g., 1/4 pound or .25)*** for inventories, would dictate the use of two **(2)** decimal places to the right. You may choose up to five **(5)** decimal places for this item.
Reduce Reserved	Default: **Off** This feature will reduce the ***"Reserved to Ship"*** quantity on an Inventory Item when you select to **"Record Withdrawals"** directly from the Manufacturing Inventory Management module. Normally, this reduction would only occur if items were recorded as **"shipped"** in the **Sales Order Entry** module.
Reduce On Order	Default: **Off** This feature will reduce the ***"On-Order"*** quantity on an Inventory Item when you select to **"Record Receipts"** directly from the Manufacturing Inventory Management module. Normally, this reduction would only occur if items were recorded as **"received"** in the **Purchase Order Entry** module.
Default Cost Method	There are eight **(8)** costing methods to choose from. They are: **LIFO** **FIFO** **Average** **Latest** **Standard** **Serial Number** **Lot Number** **Fixed O/H** This data item is the default cost method that you will use in your company. Each inventory item will allow an override of this default costing method to define a unique costing method. You may <click> on the **Down Arrow** ***(F2 by default)*** to scroll through the list of available choices for this option.
Unit Cost/Price Dec.	Select the number of places to the right of the decimal point you want your Unit Cost and Sales Price dollar figures to extend and record. The default setting is two places for unit dollar values as small as one penny. You may choose up to five **(5)** decimal places for this item.
Quantity Decimal	This number is used to determine how many decimal places are necessary for fractional inventory quantities. For example, the use of percentage weights ***(e.g., 1/4 pound or .25)*** for inventories, would dictate the use of two **(2)** decimal places to the right. You may choose up to five **(5)** decimal places for this item.
Shrinkage Account	Default: **55100** This account number is primarily used when your Inventory module is integrated with the **General Ledger** module. This number ***(taken from G/L)*** must be specified in order for the Inventory module to automatically create a batch file which will post the shrinkage dollar amounts calculated when you perform an option called ***"Update Book Value After Count."*** This option determines any losses or gains after a physical inventory count. Even if you are not interactive with the General Ledger module, you may still get an account breakdown by assigning a General Ledger account number here and printing the Inventory Shrinkage Report.

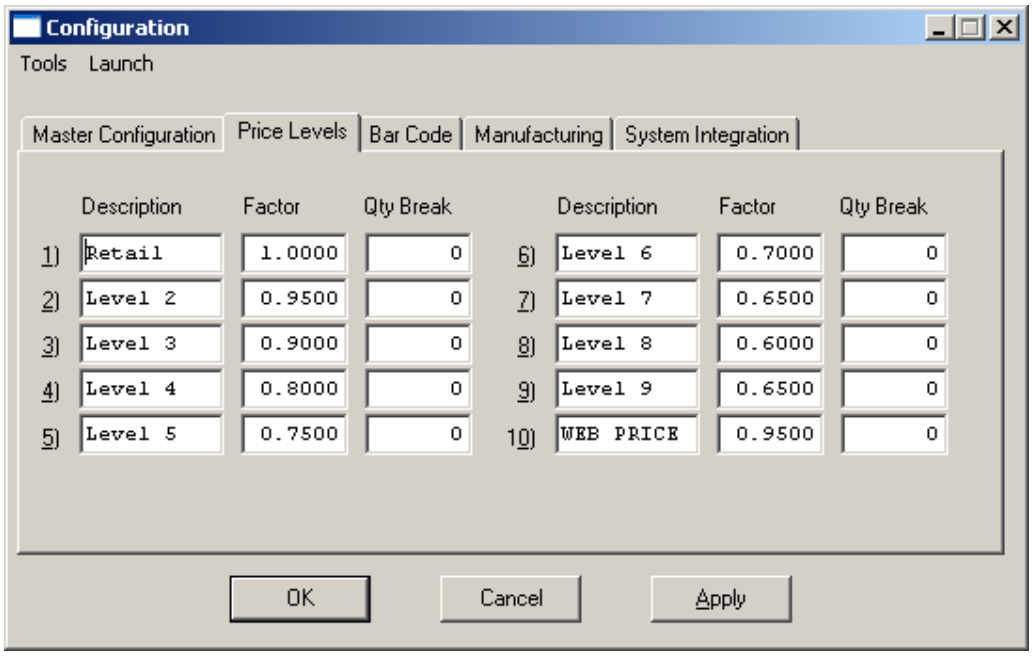
	NOTE: You may choose to ignore all General Ledger related questions if your system is **not** interactive with the General Ledger module. However, it is suggested that this be done now even if the system is not currently interactive with the General Ledger module. Otherwise, each item number will have to be changed at a future point in time to make them function properly with the General Ledger program.
AP Account	Default: **31100** This account number will be used to update the **General Ledger**, if you are interactive with that module. This account number is used as the credit to offset the debit to the Inventory Asset account when a receipt is recorded through the Inventory module instead of through one of the integrated modules such as Accounts Payable or Purchase Order Entry.
GL Journal Number	Default: **7** This number corresponds with the General Ledger default journal number in the General Ledger module. All Inventory transactions will be posted to this journal.

Price Levels

Price Level Descriptions, Quantity Breaks, and Default Discount/Markup Factors - Default: **(Below)**

Description	Factor	Qty Break
1) Retail	1.0000	0
2) Retail – 10%	0.9000	0
3) Retail – 20%	0.8000	0
4) Retail – 25	0.7500	0
5) Retail – 30%	0.7000	0
6) Qty. 1	1.0000	1
7) Qty. 3	0.9500	3
8) Qty. 5	0.9000	5
9) Qty. 10	0.8000	10
10) Qty. 50	0.7000	50

Each inventory item may utilize up to ten **(10)** different price levels. This provides you with maximum flexibility to allow different prices to different customers and for different quantity breaks. This option allows you to change the descriptions, default factors, and default quantity breaks, for each price level.



Changing the descriptions allows you to specify the name of different price levels relative to your specific business needs. These descriptions may be as simple as ***"Price #1"*** to ***"Retail"*** and ***"Wholesale,"*** or ***"Quantity Levels."*** The descriptions entered here will be reflected throughout the system. All Price Lists, Item Inquiries, and Bin Labels will be reflective of these descriptions. Type them in the exact format you want to see them printed out.

Additionally, you may place the caption **"Last ^Cost"** ***(where ^ means one space)*** in one of your price levels, and that price level will be used as a cost for inventory items shipped on a return authorization.

NOTE

If you set up a price level 10 as "last cost" then the system will pick up this cost when entering an item on a purchase order and ignore the cost in the cost layers.

Placing an **"*"** anywhere within this Description field will cause the system ***not*** to display this pricing level on any **Inventory Item Inquiry** throughout the accounting system. This will be useful if users are required to perform Inquiries in front of the customer. Specific Price Levels can be omitted from the Inquiry Screen.

The **"Factor"** fields determine the price of an inventory item based on the factor specified. If a factor of ***"1.0"*** is given to a price level, then it will assume the full price entered when you set up the actual price in ***"Set Up Inventory Items."*** This is the default value normally assigned to the first price level. There is no requirement to use any price levels beyond the first price level if multiple layered pricing is not applicable to your business.

Price levels set up after the first price level normally utilize a factor amount either greater than or less than one **(1.0)** depending on the nature of your business. If you wish to use price level #1 as a Retail price, then the following price levels will normally be set a factor rate of less than **1.0** such as **.80** to reflect a **20%** discount from the Retail Price or Price Level **1**.

Many businesses utilize a **"Cost Plus"** type of pricing system. In this instance, all price levels after Price Level 1 will utilize factor rates of greater than **1.0**, such as **2.0** to reflect Cost plus a **100%** markup. Data Items #1 and #6 are the two primary key fields to use as a guideline to base factors on. You may utilize both methods within the same setup in this way.

Price Levels 1 to 5 may reflect pricing on a Retail less discounts basis while Price Level 6 may reflect cost and levels 7 to 10 may reflect Cost Plus pricing. However, any price level may be used as a base for following factors. Setting up these factors is very important to utilizing a very key feature in the Inventory module. Once all prices have been established, any price changes may be altered on a system level to reflect increases or decreases in price.

For example, next year, you may choose to implement a **10%** price increase or alter your entire discount structure. By making the changes to Master System Configuration, each item can be altered easily without having to re-key and recalculate each price level for every item in your inventory. That is why factors are so important.

Further discussion of this feature will be found under ***"Set Up Inventory Items."*** Setting up quantity breaks to calculate prices is an advanced feature used with this module as well as Accounts Receivable, Point of Sale, and Sales Order Entry modules. During the recording of withdrawals in Inventory, the system will prompt you to enter the price level to use. If quantities are specified, the system will check the quantity entered and compare it to your quantity break table and assume the price accordingly.

At the time of entering invoices and sales orders, the system will allow you to enter the Price Level to be used when calculating the price of an inventory item. If you select a Price Level that has a quantity amount entered here, the system will check the quantity entered at the time of the invoice or sales order and compare it to your quantity break table. That price will then be assumed by the system.

The system will assume the price of the price level if no quantity is entered into the price level configuration specified. If quantities are entered in the price levels, the calculation used is as follows: The price level to be used will be the price level with the quantity entered equal to and up to the next price level quantity.

For instance, in the table, found under Price Tables, price level #6 has a quantity of **1**. Price level #7 has a quantity of **3**. If you enter a quantity of two **(2)**, the system will automatically calculate price level #6 to be used. If you enter a quantity of four **(4)**, price level #7 will be used. A quantity of fifty **(50)**, will receive price level 10 pricing.

This can speed up the entry of orders considerably with fewer calculation mistakes. The set up procedure for the actual pricing of an item is performed in the ***"Set Up Inventory Items"*** option. Once you have completed this screen, go to the next section or <click> on **"OK"** to save.

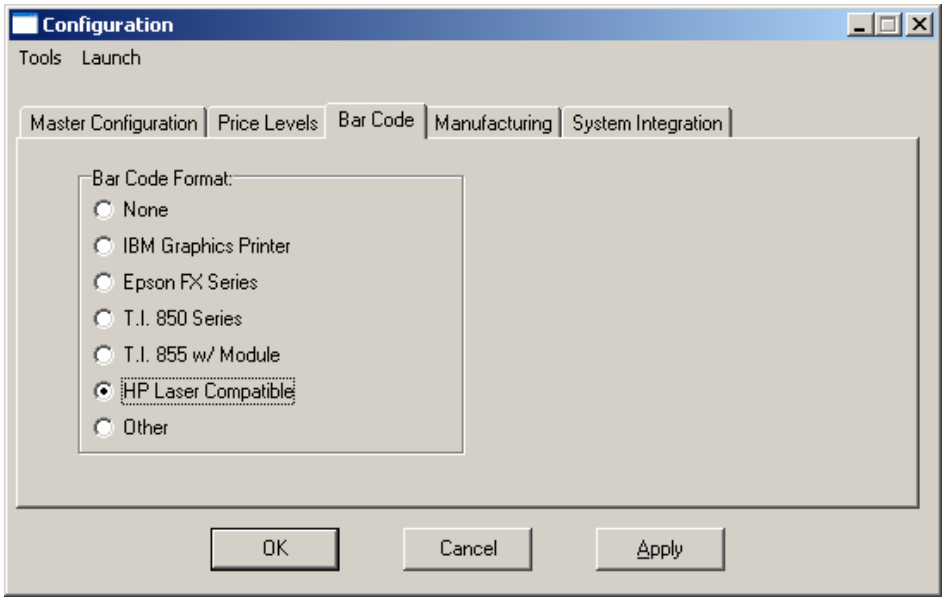
Bar Codes

Complete the **"Bar Code Configuration"** if you will be using the Bar Code Reader feature. This option allows you to specify if you want to print Bar Codes on your Price Labels. The standard print formats available are listed on the following page.

Bar Code Configuration

None
IBM Graphics Printer
Epson FX Series
T.I. 850 Series
T.I. 855 w/Module
HP Laser Compatible
Other

Specify the bar code printing format desired, by <clicking> **"on"** the button.

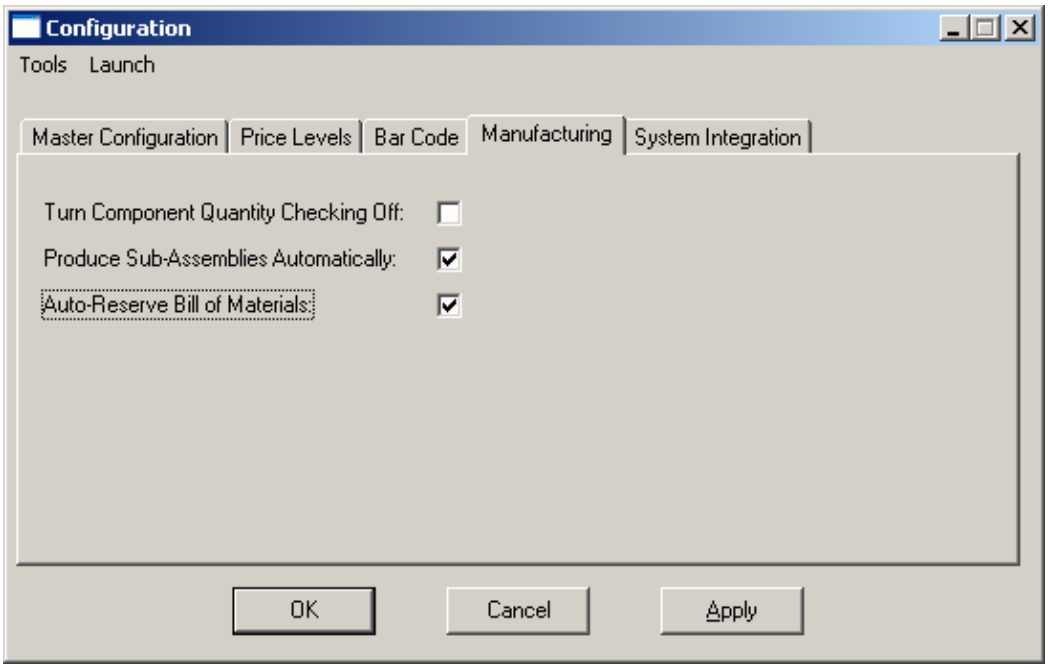


NOTE

Infinity POWER only supports Eltron (Zebra) printers or printers that support the EPL language. EPL is a programming language used by Zebra bar code printers.

Manufacturing

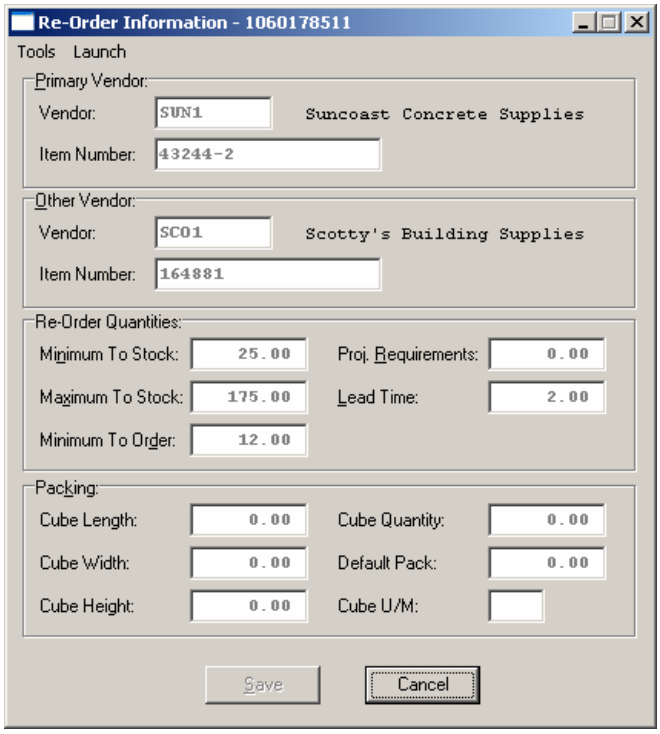
"Manufacturing Specifications." The screen will display three choices that will affect manufacturing processing.



Turn Component Quantity	Default **Off**

Checking Off	The system will normally warn you if you try to produce a manufactured item without the necessary quantities of raw materials or sub-assemblies. This feature allows you to turn off the checking of sufficient quantities during the production process. The system will continue to produce the manufactured item and record the quantity in excess of the on-hand quantity in the ***"Quantity to Adjust"*** field. You will then need to go back and make the necessary manual adjustments to your items and remove the overages from the ***"Quantity to Adjust"*** field.
Produce Sub-Assemblies Automatically	Default **Off** The system will normally produce one level of the Bill of Materials at a time. If your manufacturing process requires the production of several levels of sub-components, each level must be produced before the next level, or finished item, is produced. This feature allows you to produce all sub-assembly levels at one time. You would simply specify the number of finished items that you would like to produce. The system will then automatically produce all of the sub-assemblies, at all levels ***(maximum of 20 levels)***, that are necessary to produce the finished items. **NOTE:** Keep in mind that when you are setting up your part numbers for both raw materials and finished goods, the structure should be set up in such a way to always have the finished goods at the top of the parts list, then the next levels of assemblies followed by the next levels of assemblies, and so forth. The system needs to have this hierarchy to do its proper reporting and calculation of required materials. For instance, the system will always place all inventory items starting with a **"1"** before all items starting with a **"2."** A **"2"** would then come before a **"5"** and so on. Therefore, all finished goods and assemblies should start with numbers that will list out ahead of all lower level assemblies and raw materials.
Auto-Reserve Bill of Materials	- Default **Off** There is a very dynamic way of tracking the needs of Bill of Material items verses using a more planned approach. To utilize this feature, you must have this Inventory Master Configuration option **"Auto-Reserve Bill of Materials"** <clicked> on as shown on the previous screen. This field ***(Required for Manufacturing)*** is automatically updated by following the procedures in the ***"Enter Projected Usage Amounts"*** menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle.

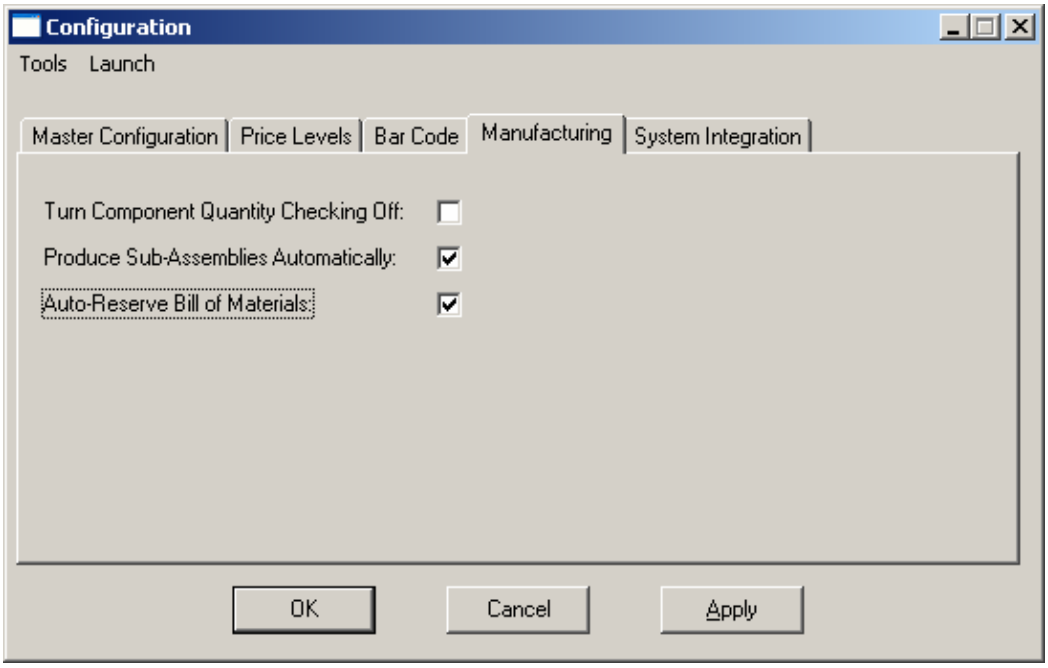
First there is a field under the **"Re-Order"** button called **"Proj. Requirements"** as shown on the following screen.



Projected Requirements	This field is used in the calculation of an item's Projected Bill of Material requirements amounts during the use of the **"Projected Usage Amounts"** menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the **"Projected Usage Amounts"** option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this **"Projected Requirements"** field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.
Req. Manf.	This field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the **"Projected Usage Amounts"** option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the **"Projected Usage Amounts"** option to transfer all of your Sales Order backorder quantities to the **"Projected Manufacturing Requirements"** and then calculate the manufacturing requirements. The **"Req. Manf."** field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the **"Projected Materials Usage Report"** to let you know what raw material items you may need to order.

As you can see, the **"Require for Manufacturing"** quantities of your sub-assemblies and raw materials will only be set by using the **"Projected Usage Amounts"** option. This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles. However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

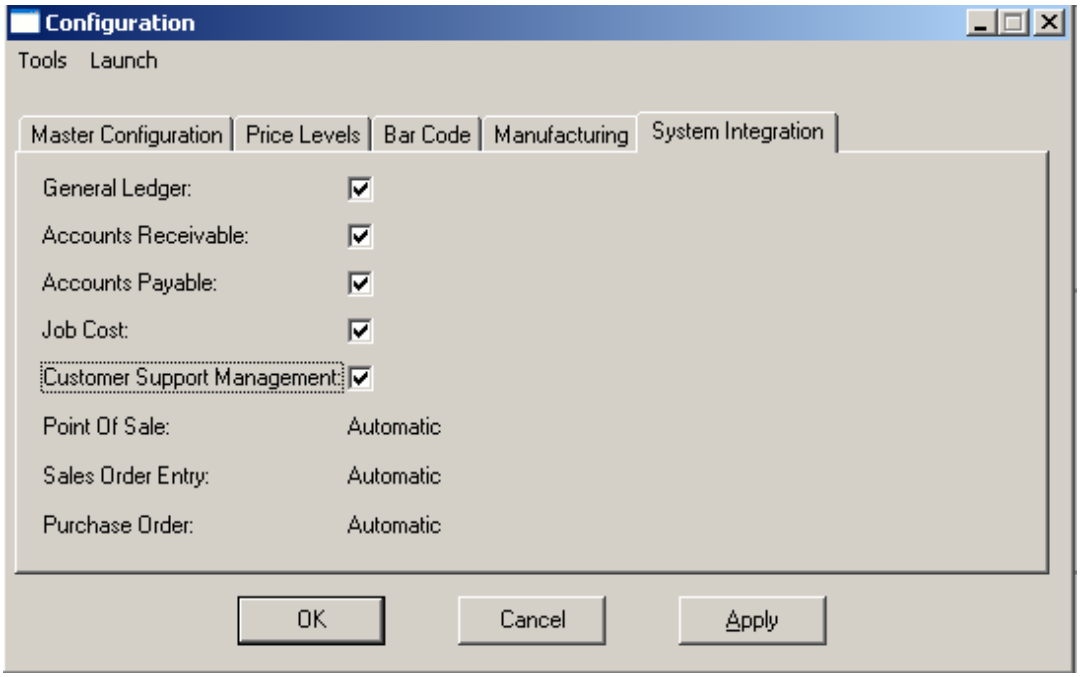
The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing, then this method should be used. Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option **"Auto-Reserve Bill of Materials"** <clicked> on as shown on the following screen:



If you want to use the first method, then don't <click> this option on.

System Integration

"Integration with Other Systems" will allow your system will integrate with other modules.



Integration with Other Systems - Default (Below)

General Ledger	**N**
Accounts Receivable	**N**
Accounts Payable	**N**
Job Cost	**N**
Customer Support Management	**N**
Point of Sale	**Auto**
Sales Order Entry	**Auto**
Purchase Order Entry	**Auto**

Indicate by <clicking> on the checkbox if your system will be integrating with these modules. These are the only modules that Inventory actively updates. Integration with other modules means that Inventory will be updated automatically by those modules. <Click> on **"OK"** to assume the default.

The system will, however, automatically configure this option based on the modules you select for the option **"Start New Files From Scratch."** Based on this selection, the system will determine what options should be integrated automatically and set them for you. You may use this option to custom configure these choices in a different manner.

When you turn on the integration to **Customer Support Management**, the system will automatically transfer any serialized item to the Customer Support Management file along with the customer information for the item. This, of course, requires that the inventory item have a costing method of **"Serialized"** for this integration to work.

The system will pick up the customer information from the integrated invoicing module ***(Accounts Receivable, Sales Order Entry or Point of Sale)*** where the sale originated from. Once this item is automatically created by the system, additional information may be maintained in the **Customer Support Management** module on each unique serial number.

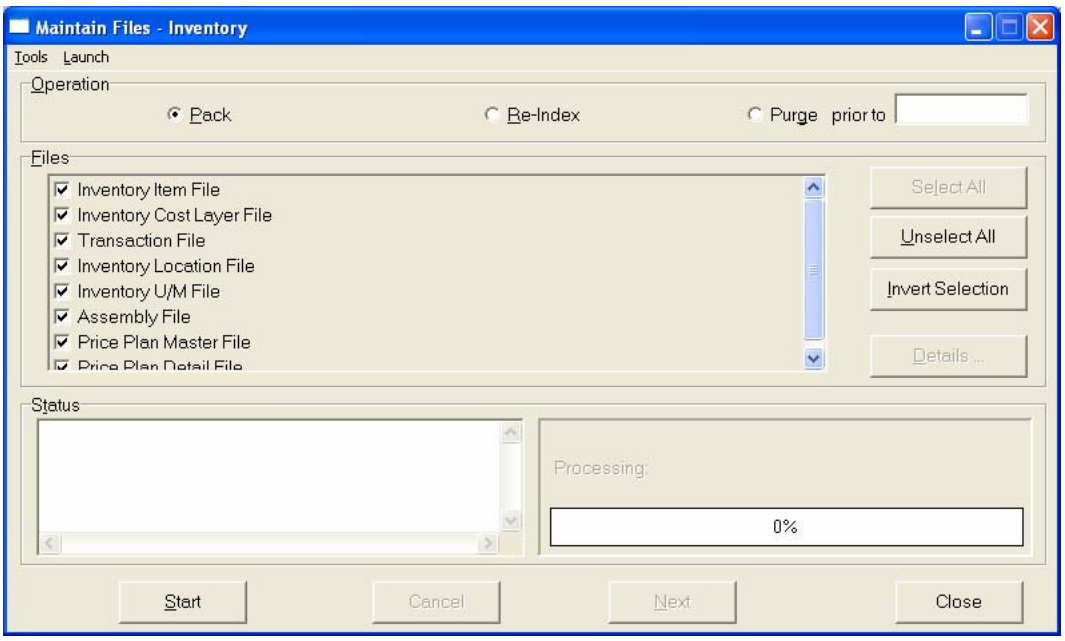
MAINTAIN INVENTORY FILES (IM0410)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your Inventory files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

- **Power *(hardware)* failure**
- **Media Error *(bad disk)***
- **Remove records marked for deletion**

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed.



Re-Index is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Before you execute the Pack option, check the file size of your Inventory files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only re-organize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

Inventory Item File

Inventory Cost Layer File

Inventory Transaction File

Inventory Location File

Inventory U/M Conversion File

Assembly File

Price Plan Master File

Price Plan Detail File

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition.

There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

START NEW YEAR'S FILES (IM0411)

This option creates a new set of inventory files for the new fiscal year. The previous year's files will still exist for prior year comparison and historical reporting purposes. Before executing this option, you should make multiple copies of the old year's files.

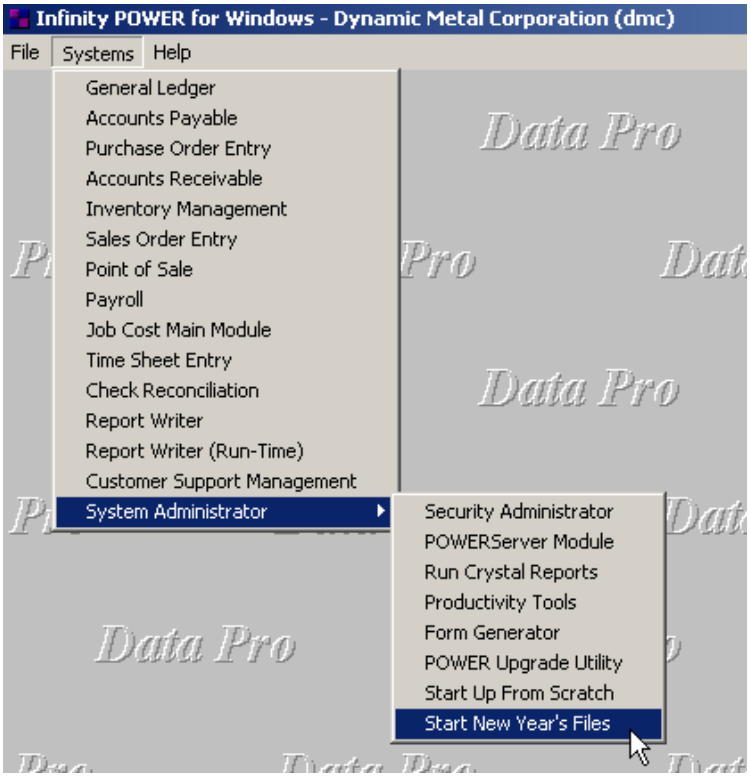
NOTE

If you are planning to perform a Physical Count & Update for the current year, these procedures should be completed **prior** to performing the option **"Start New Year's Files."**

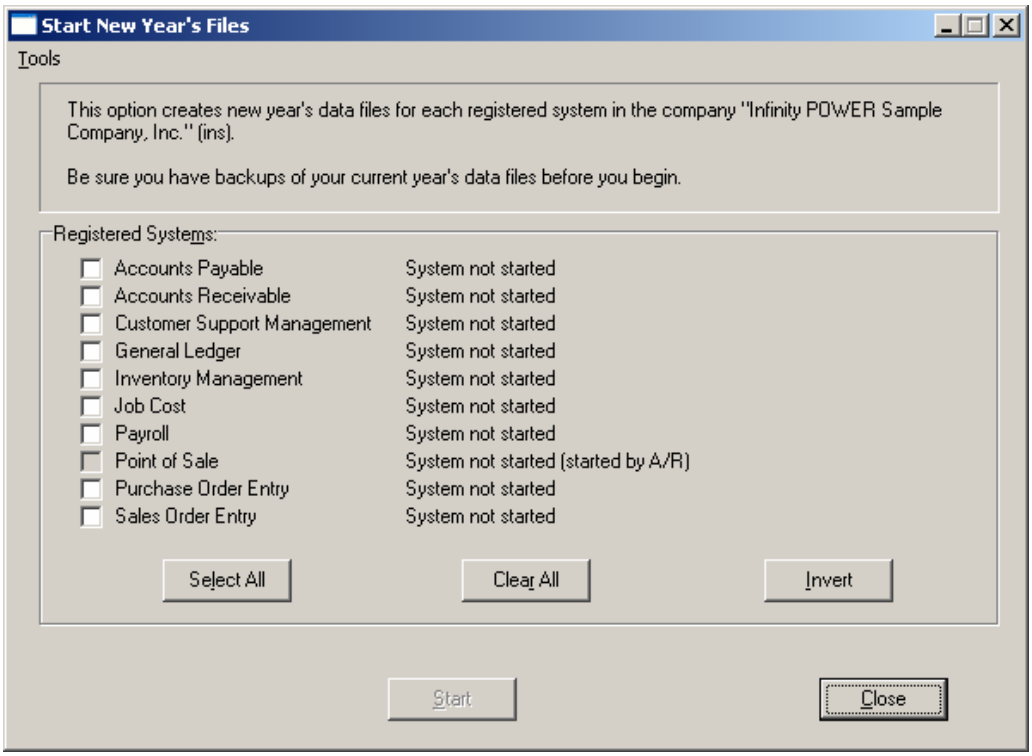
The ***"Start New Year's Files"*** option creates a new set of files for the new fiscal year. The Inventory Item file has the potential of being very large, depending on the number of inventory items maintained in your system. Therefore, make sure that you have adequate disk space available prior to executing this option. All Year-to-Date information in the new Inventory Item File will be set to zero.

A new transaction detail file is created for the new year as well ***(provided you use this option)*.** This option leaves the Master Configuration File intact.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

Because of the substantial changes made to the files, multiple copies for backup are highly recommended. It is also recommended that a hard copy printout of the ***"Detailed Inventory Report"*** be made as an additional backup procedure.

Results:

coIM1dy.dbf - Inventory Item File
- Creates the new year's data file and maintains the old year's historical data file.

coIM2dy.dbf - Transaction File
- Creates the new year's data file and maintains the old year's historical data file.

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind** ***(such as a hard disk failure)***
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks or Tapes** ***(such as copying files the wrong direction)***

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week.

Therefore, if a problem was to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input.

To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number **(Week #1)** and at the end of every week, make a full backup of your data files. Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man-hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment. For further information on Backup Procedures and commands, refer to either your **System Administrator** manual *(under Combination Keys)*, or the documentation for your operating system.

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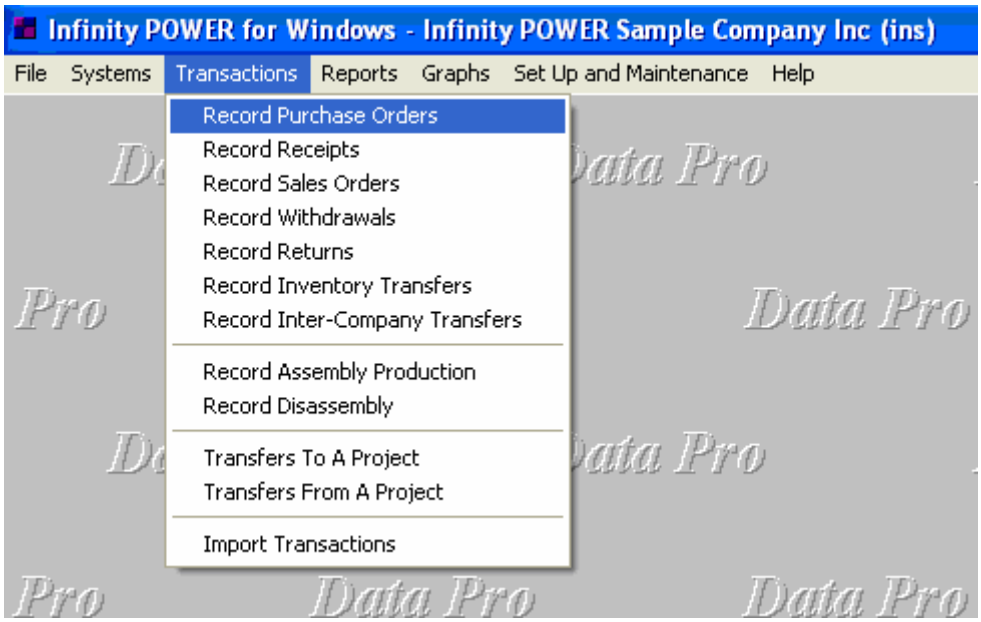
CHAPTER 3 ENTER TRANSACTIONS

This section discusses the different methods of entering transactions utilized by **Inventory**. These transaction types include the transferring of inventory items to and from a project, the assembly and disassembly of finished goods as well as the daily activity normally associated with Inventory. An option is also available that allows you to **"import"** transactions from other accounting systems. You should not use these options until your master information is completely set up.



RECORD PURCHASE ORDERS (IM0101)

This option allows you to enter all inventory orders you make with your vendors ***(suppliers)***. This information is used to track the quantity ***"On Order"*** for a specific inventory item. If your Inventory module is integrated with **Purchase Order Entry** module, this information would normally be created and updated by this module.

Tracking the ***"Quantity on Order"*** is key to sound Inventory Management. Unnecessary duplication of orders can be avoided if this option is properly maintained. This option will update key management reports designed to assist you in optimizing your inventory levels.

The information asked in the ***"Record Purchase Orders"*** menu option is:

Quantity Ordered

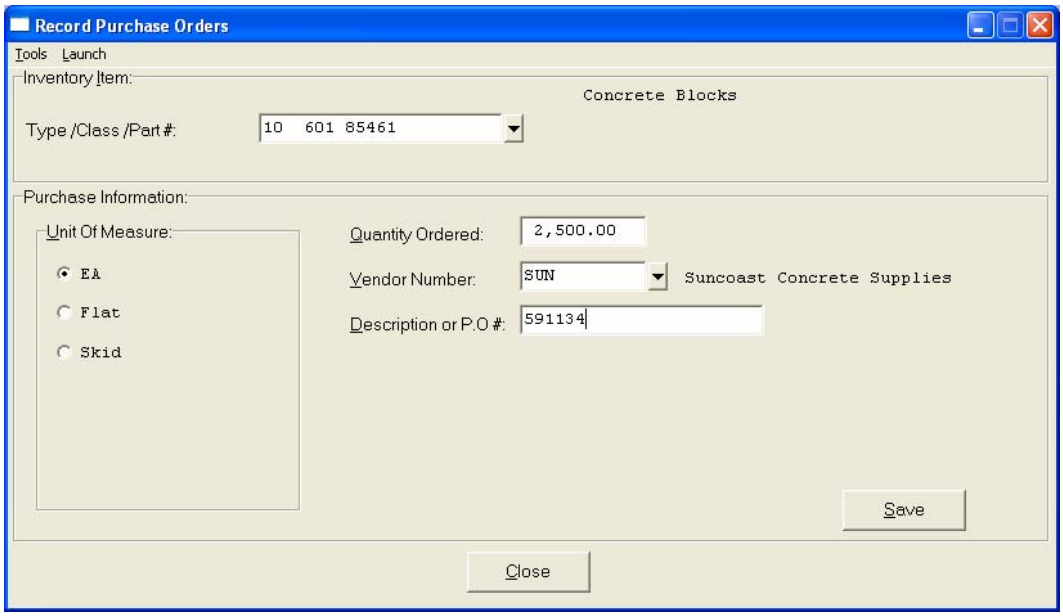
Vendor Number

Description or P.O. #

First, call up the inventory item number you want to enter a Purchase Order for. You may click on the **Down Arrow *(F2 by default)*** to scroll through the Item Number file.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will prompt you to select the unit of measure you will be using on this Purchase Order. Then, enter the **Quantity Ordered**. Enter the quantity that corresponds to the unit of measure selected. If your system interacts with Accounts Payable, the vendor number **must** match the one set up in that system. You may click on the **Down Arrow** ***(F2 by default)*** to scroll through the Vendor Number file. The default vendor number will be the primary vendor number set up for this item.

Then enter the **Description or P.O. #** you want to track these items by. You may use up to twenty characters *(alpha/numeric)*. This could include the name of a specific vendor or your usual purchase order number. Click on **"Save"** to validate this PO into the system.

When you enter a purchase order into the system, the ***"Quantity On-Order"*** will increase by the amount ordered and a historical transaction will be created ***(provided you are maintaining the transaction file)***. The quantity on-order will be updated using the ***"stocking unit of measure"*** which is the lowest level of stocking inventory.

For example, if you ordered one **(1)** pallet of Corner Blocks ***(which consists of 100 blocks)*** the On-Order amount updated would be **100**. The system will print an audit trail of the information you just entered and will continue to print until you exit this option and begin another option or exit the system entirely.

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantity On-Order"* is increased

coIM2dy.dbf - Transaction File
- History Maintained

RECORD RECEIPTS (IM0102)

This option allows you to record the physical receipt of inventory. If you have utilized the ***"Record Purchase Orders"*** option, the ***"Quantity On-Order"*** will be reduced by the amount received. The ***"Quantity On-Hand"*** amount will be increased by the amount received.

This option actually records the receipt of inventory items into your system, regardless of the costing method you are using.

The information asked in the ***"Record Receipts"*** menu option is:

Quantity Received

Unit Cost

Total Cost

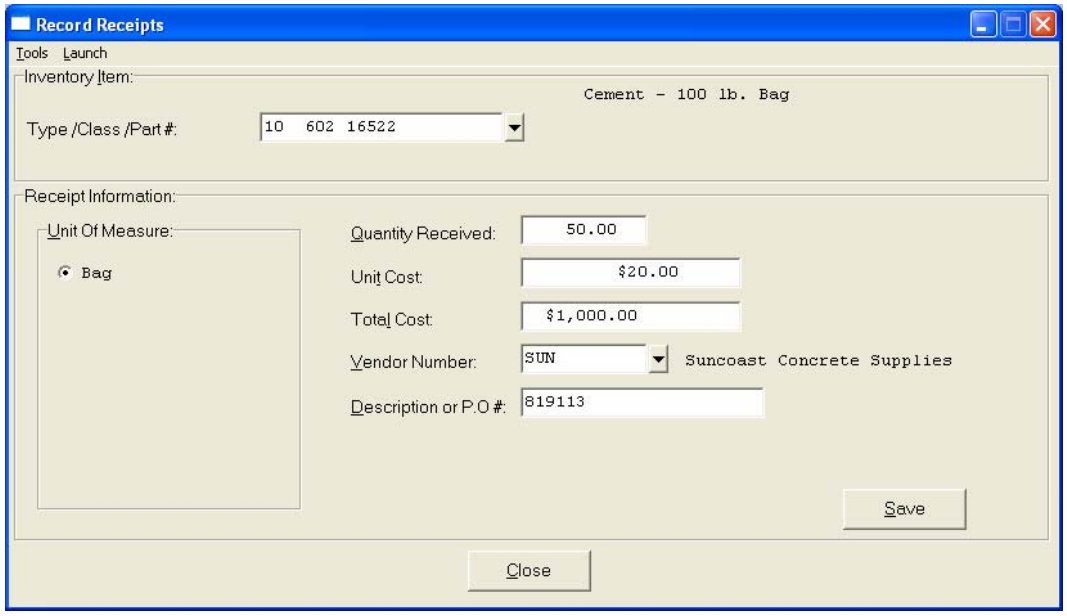
Vendor Number

Description or P.O. Number

First, call up the inventory item number you want and enter the **Quantity Received**. You may click on the **Down Arrow *(F2 by default)*** to scroll through the Item Number file.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will prompt you to select the unit of measure you will be using on this receipt. Next, enter the **Unit Cost**. If no changes in cost have been made, you may simply press **TAB** to assume the last cost for this item. Otherwise, enter the new cost. Enter the unit cost that corresponds to the unit of measure selected.

The **Total Cost** will be automatically calculated for you. However, if you do not have the unit cost available to you, but you do have the Total Cost and the Quantity amount, you may enter **"0"** for the Unit Cost and enter the Total Cost instead. The system will then automatically calculate the new Unit Cost for you.

Next, enter the **Vendor Number**. If your system interacts with Accounts Payable, the vendor number **must** match the one set up in that system. The default vendor number will be the primary vendor number set up for this item. You may click on the **Down Arrow *(F2 by default)*** to scroll through the Vendor Number file.

Finally, enter the **Description or P.O. #** you want to track these items by. You may use up to twenty **(20)** characters *(alpha/numeric)*. This could include the name of a specific vendor or your usual purchase order number.

Recording Receipts first reduces the ***"Quantity On-Order"*** by the amount received, if you have <clicked> "on" the box **"Reduce On Order"** in the ***Master Configuration***. If the quantity received is greater than the ***"Quantity On Order,"*** the system will simply zero out the ***"Quantity On-Order"*** field. ***(You cannot have a negative Quantity On-Order)***. The quantity on-order will be updated using the **"stocking unit of measure"** which is the lowest level of stocking inventory. If you elect not to use the ***"Enter Purchase Orders"*** option, this field will remain at zero.

Next, the ***"Quantity On-Hand"*** amount will increase by the amount received. Depending on the type of costing method you are using, the system will take the quantity received and the unit cost and calculate the new cost. If you are using the Average, Latest, or Standard Costing Methods, there will only be one costing layer for each inventory item.

A historical transaction is created ***(provided you are maintaining the transaction file)*** and a transaction register is printed as your entries are validated.

The Quantity and Total Purchase Dollars are added to the current period and Year-to-Date totals automatically.

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantity On-Order"* is reduced
- *"Quantity On-Hand"* is increased
- Cost Information is updated
- Historical Information is updated

coIM2dy.dbf - Transaction File
- History Maintained

coIM6.dbf - Cost Layer File
- Cost Information is updated

IM2GL.co - General Ledger Integration File

Updates are:
- Debit to Inventory Asset Account
- Credit to Cash/Accounts Payable Account

RECORD SALES ORDERS (IM0103)

This option allows you to enter all inventory sales orders that you receive from your customers. If your system is integrated with **Sales Order Entry**, this information would normally be created through that module. Tracking the ***"Quantity Reserved to Ship"*** is a key feature of the Inventory system. This allows you to ***"commit"*** inventory items for customers so that their orders will be recognized by the system, thus allowing you to determine the true availability of items even though they may still be in your inventory.

The information asked in the ***"Record Sales Orders"*** menu option is:

Quantity Ordered

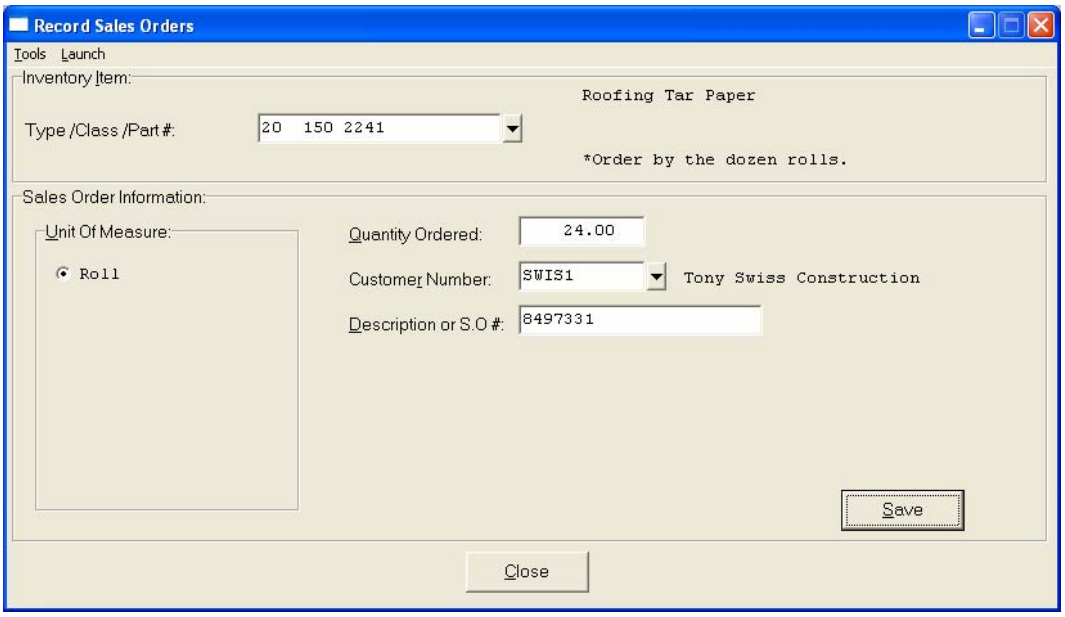
Customer Number

Description or Sales Order #

First, call up the inventory item number you want and then enter the **Quantity Ordered** in Data Item #1.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



Next, enter the **Customer Number**. If your system interacts with Accounts Receivable, the customer number **must** match the one set up in that system. Next, enter the **Customer Number**. If your system interacts with Accounts Receivable, the customer number **must** match the one set up in that system. You may click on the **Down Arrow** ***(F2 by default)*** to scroll through the Customer Number file.

Finally, enter the **Description or Sales Order #** you want to track these items by. You may use up to twenty **(20)** characters *(alpha/numeric)*. This could include the customer's name or his purchase order number. When you enter a Sales Order into the system, the ***"Quantity Reserved to Ship"*** will increase by the amount ordered and a historical transaction is created ***(provided you are maintaining the transaction file)***. The ***"Quantity Reserved to Ship"*** will be updated using the ***"stocking unit of measure"*** which is the lowest level of stocking inventory.

For example, if you entered a sales order for one **(1)** pallet of Corner Blocks ***(which consists of 100 blocks)*** the ***"Quantity Reserved to Ship"*** amount updated would be **100**. The system will print an audit trail of the information you just entered and will continue to print one until you exit this option and begin another option or exit the system entirely.

There are two numbers calculated when using this option. ***"Quantity Reserved to Ship"*** - which equals the total amount of sales orders in-house. ***"Quantity Available"*** - which is the difference between the ***"Quantity On Order"*** plus the ***"Quantity On-Hand,"*** less the ***"Quantity Reserved to Ship."***

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantity Reserved to Ship"* is increased
- *"Quantity Available"* is decreased

coIM2dy.dbf - Transaction File
- History Maintained

RECORD WITHDRAWALS (IM0104)

This option allows you to record the removal of items from your inventory. Normally, sales are the primary form of withdrawals. If you are interactive with the **Point of Sale, Accounts Receivable, or Sales Order Entry** systems, this option may not be necessary.

The removal of inventory items on a timely basis is the key to accurate inventory management. Otherwise, any reports or inquiries made to the system will not accurately reflect the ***"true picture"*** of where you currently stand. This option will update key management reports designed to assist you in optimizing your inventory levels.

The information asked in the *"Record Withdrawals"* menu option is:

Quantity Withdrawn

Inventory Price Level

Unit Sales Price

Total Sales Price

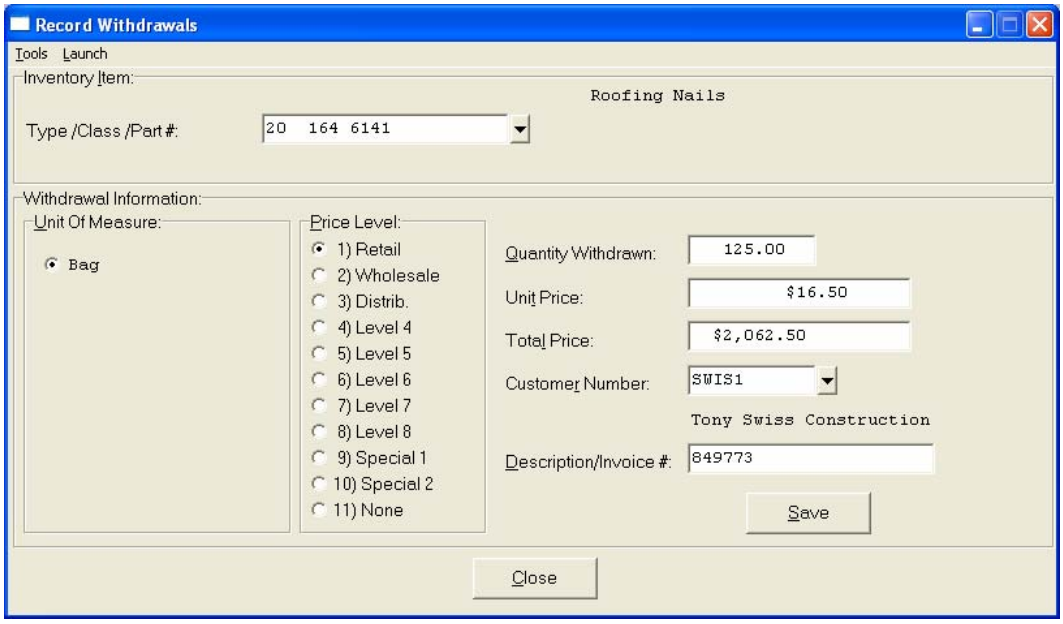
Customer Number

Description or Invoice #

First call up the inventory item number you want and then enter the **Quantity Withdrawn**.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will prompt you to select the unit of measure you will be using on this withdrawal. Next, enter the **Inventory Price Level** to use as the sales prices of the inventory item. Inventory allows you to enter up to **10** price levels for each company. You may click on the price level. The system will automatically calculate the unit sales price from the price level selected.

Enter the Quantity Withdrawn. If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will use the price level defined for the selected unit of measure for Unit Price. Or, enter the **Unit Sales Price** if you did not enter a Price Level in the previous question. The system will automatically calculate the **Total Sales Price** for you.

If you do not have the Unit Sales Price available to you, but you do have the Total Sales Price and the Quantity Withdrawn amount, you may enter **"0"** for the Unit Sales Price and enter the **Total Sales Price** instead. The system will then automatically calculate the new Unit Sales Price for you.

Next, enter the **Customer Number**. If your system is integrated with Accounts Receivable, the Customer Number **must** match the one set up in that system. Enter the **Description or Invoice #** you want to track these items by. You may use up to twenty **(20)** characters *(alpha/numeric)*. This could include the name of a specific customer or their purchase order number. You may click on the **Down Arrow** ***(F2 by default)*** to scroll through the Customer Number file.

Recording Withdrawals first reduces the ***"Quantity On-Hand"*** by the quantity withdrawn. The ***"Quantity Reserved to Ship"*** will also be reduced, if you have <clicked> "on" the "***Reduce Reserved"*** field in the ***Master Configuration***. All quantities will be updated using the ***"stocking unit of measure"*** which is the lowest level of stocking inventory.

If you record a withdrawal greater than the amount recorded in the ***"Quantity On-Hand"*** field, the system will adjust the quantity to zero. In this situation, the difference between the amount shipped and the quantity on hand will appear in the ***"Adjust Quantity"*** field as a negative quantity.

Next, the program deducts the quantity and cost from the cost information. Depending upon your costing method, unit cost adjustments will be made to either the LIFO or FIFO cost layers. The unit cost using the other three costing methods will not be affected. A historical transaction is created and a transaction register is printed as your entries are validated.

The Quantity Withdrawn, Cost of Goods Sold, and Total Sales Dollars are added to the current period and Year-to-Date totals automatically.

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantity On-Hand"* is reduced
- Cost Layers are reduced when using either LIFO or FIFO Costing Methods
- "*Quantity Reserved to Ship"* is reduced
- Historical Information is updated

coIM2dy.dbf - Transaction File
- History Maintained

coIM6.dbf - Cost Layer File
- Cost Layer Information is updated

IM2GL.co - General Ledger Integration File
Updates are:
- Debit to Inventory Cost of Sales Account
- Credit to Inventory Asset Account

RECORD RETURNS (IM0105)

This option allows you to record the return of inventory to stock that had been previously sold. This transaction will adjust your historical sales and cost of sales figures. If your Inventory is integrated with **Accounts Receivable**, a credit memo will perform the same function as executing this option.

Inputting all returns through this menu option will allow you to update your inventory accurately while adjusting your Cost of Sales and Sales totals. The information asked for in the ***"Record Returns"*** menu option is:

Quantity Returned

Inventory Price Level

Unit Sales Price

Total Sales Price

Customer Number

Description or Invoice #

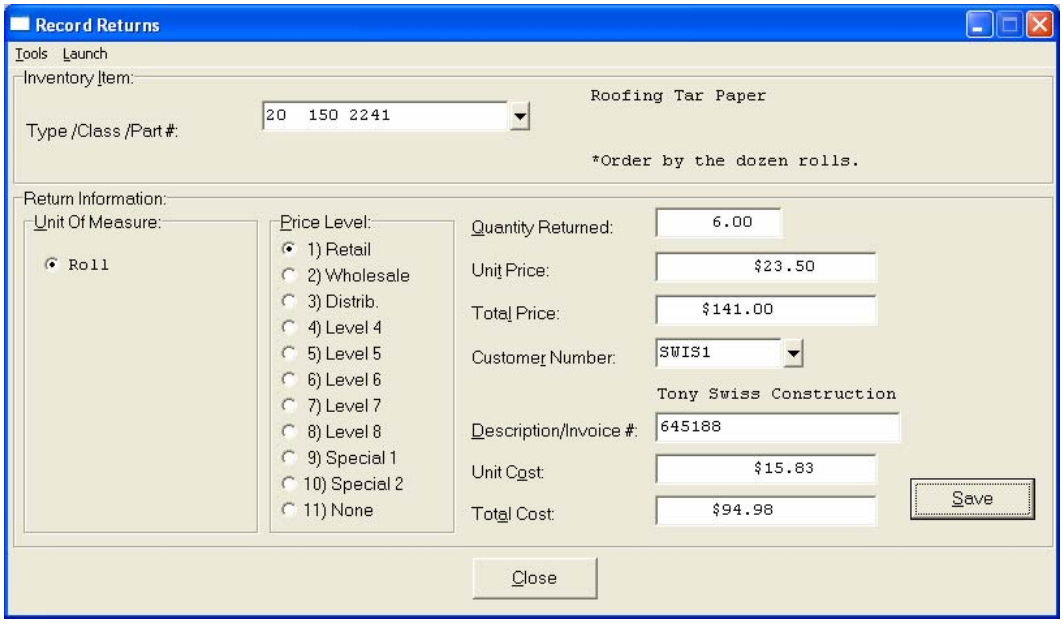
Unit Cost

Total Cost

First, call up the inventory item number you want and then enter the **Quantity Returned**.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will prompt you to select the unit of measure you will be using on this return. Next, enter the **Inventory Price Level** to use as the sales price of the inventory item. Inventory allows you to enter up to ten **(10)** price levels for each module.

Click on the price level. The system will automatically calculate the unit sales price from the price level entered. If this item has a **"Unit of Measure Conversion"** table defined in its master record, the system will use the price level defined for the selected unit of measure.

Enter the **Unit Sales Price** if you did not enter a Price Level in the previous question. The system will automatically calculate the Total Sales Price for you. If you do not have the Unit Sales Price available to you, but you do have the Total Sales Price and the Quantity Returned amount, you may enter **"0"** for the Unit Sales Price and enter the **Total Sales Price** instead. The system will then automatically calculate the new Unit Sales Price for you.

Next, enter the **Customer Number**. If your system is integrated with Accounts Receivable, the Customer Number **must** match the one set up in that system. You may click on the **Down Arrow** ***(F2 by default)*** to scroll through the Customer Number file. Enter the **Description or Invoice or Credit Memo #** you want to track these items by. You may use up to twenty **(20)** characters *(alpha/numeric)*. This could include the name of a specific customer or your return authorization number.

Enter the **Unit Cost** of the item being returned to stock. This tells the system how to accurately value the merchandise. The **Total Cost** in will be calculated for you automatically. If you do not have the Unit Cost available to you, but you do have the Total Cost and the Quantity Returned amount, you may enter **"0"** for the Unit Cost and enter the **Total Cost** instead. The system will then automatically calculate the new Unit Cost for you.

When you Record a Return to the system, the ***"Quantity On-Hand"*** is increased by the amount of the return. The cost information is updated just as if you were receiving goods in the normal manner, as in ***"Record Receipts."*** The ***"Quantity On-Hand"*** will be updated using the ***"stocking unit of measure"*** which is the lowest level of stocking inventory.

A historical transaction is created and a transaction register is printed as your entries are validated. The current period sales quantity and dollars, as well as the cost of sales amounts, are reduced.

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantity On-hand"* is increased
- Cost Information is increased
- Historical Information is updated

coIM2dy.dbf - Transaction File
- History Maintained

coIM6.dbf - Cost Layer File
- Cost Layer Information is updated

IM2GL.co - General Ledger Integration File
Updates are:
- Debit to Inventory Asset Account
- Credit to Inventory Cost of Sales Account

RECORD INVENTORY TRANSFERS (IM0106)

This option is valuable if you are utilizing the multi-warehouse inventory feature. It allows you to transfer inventory from one warehouse to another. This transfer has no effect on sales or purchases history.

When you Record an Inventory Transfer, the system takes the quantity and cost out of one item and puts it into another item. All inventory transfers made through this option **MUST** be made using the ***"stocking unit of measure"*** which is your lowest level of stock ***(usually each)***. The transferred cost calculation is based on a per unit cost of the source item ***(total cost of transfer*** **divided by** ***the quantity transferred)***, regardless of the costing method you are using. Once the item is transferred, the system recalculates the new unit cost.

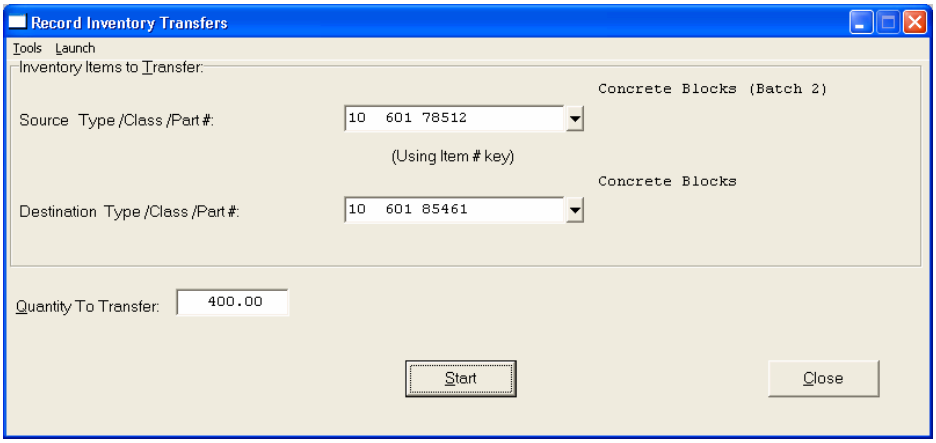
NOTE

When an item is transferred that is a **"Serialized"** item, you can only transfer a quantity of one at a time. The system will prompt the user for the **"Source Serial Number"** followed by the **"Destination Serial Number."** Therefore, this limits the quantities that may be processed at a single entry.

The system will first ask you to enter the **"Source"** inventory item number and then the **"Destination"** inventory item number and the Quantity to Transfer.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



If the item being transferred is a Serial Number or Lot Number costing method, the system will prompt you for the Serial Number or Lot Number being transferred and the destination Serial Numbers or Lot Numbers being received. As a recommendation, you should not transfer to an item that does not have the same costing method as the source item.

The ***"Quantity On-hand"*** and cost information are decreased in the source inventory item and increased in the destination item. The historical or sales information is not affected by a transfer. A historical transaction is created and a transaction register is printed as your entries are validated.

Two transactions are written; one withdrawal and one receipt record. The transaction register will reflect both of these transactions. There would be no effect on the General Ledger Integration File unless the source and destination items have different General Ledger account numbers.

Results:

coIM1dy.dbf - Inventory Item File
- *"Quantities On-hand"* is reduced in Source Item; Increased in Destination Item
- Cost Information is reduced in Source Item; Increased in Destination Item

coIM2dy.dbf - Transaction File
- History Maintained

coIM6.dbf - Cost Layer File
- Cost Layer Information is updated

IM2GL.co - General Ledger Integration File

Updates are:

- Credit to Source Item Asset Account
- Debit to Destination Item Asset Account

Example:

Inventory can be maintained on a multi-warehouse basis, as well as be easily transferred between warehouses using the *"Record Transfers"* option. The following procedures may be very helpful, too, in utilizing this feature:

1. Establish the location as one of the Lot Numbers assigned to a specific inventory item. The inventory item will need to be classified as a "Lot Number" costing method. The "cost label" can then describe the warehouse location. For example, the cost label may be *"Warehouse No."* or *"Truck Number"* or *"Store Number."*
2. When adding the inventory for the warehouses, you will add Lots to each inventory item to define the inventories being stored at each location. Use the *"Enter Initial Cost Layers"* option to add the warehouse information as a lot number. For example, you may have two trucks *(Numbers 101 and 105)* which store inventory. Each inventory item will need to be classified as a Lot Number costing method. You will then add a Lot Number 101 and 105 for each inventory item. These lot numbers will then store the quantities stocked on each truck.
3. Inventory transfers of stock from one location to another can be recorded through the *"Record Transfers"* option. Inventory will be transferred out of the one item's lot number, to arrive at a per unit cost that will be received into the destination item's lot number.
4. When printing inventory detailed transaction or cost layer reports you may include the inventory for all locations, groups of locations, or a single location. This reporting flexibility is handled by the report, ***"mask"*** for Serial/Lot Number. Every time you print an inventory detailed transaction or cost layer report you can specify a Serial/Lot Number mask to include only the inventory items within a certain location. This masking concept is explained in more detail in your System Administrator manual.

RECORD INTER-COMPANY TRANSFERS (IM0107)

This option is valuable if you are utilizing the multi-location inventory feature. It allows you to transfer inventory from one physical location to another.

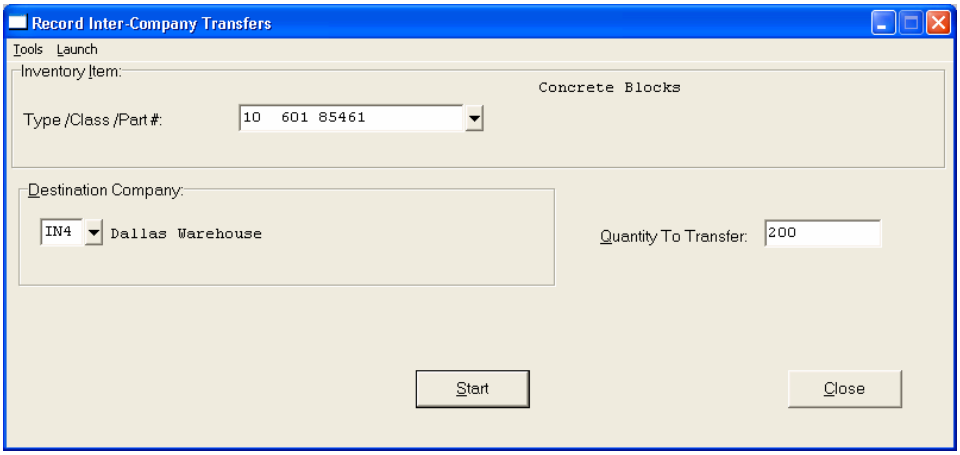
Inventory can be maintained on a multi-location basis, as well as be easily transferred between warehouses using the ***"Record Inter-Company Transfers"*** option. Conceptually, each location will have its own company set up including the General Ledger and Manufacturing Inventory Management modules. This will facilitate the requirement to track the **"Due To/Due From"** entries that are created when the inventories are transferred from the central location to the individual site locations.

Audit Trails will be printed to verify the transfer procedure for the transaction. The source company's audit report will show the inventory withdrawn, while the destination company's audit report will show the receipt of the inventory. All transfer information will be stored in the inventory transaction files in both companies. The Inventory Detailed Transaction Report may be run to access this information at a later date.

The system will first ask you to enter the inventory item number you will be transferring. The next data item will ask you to enter the ***"Quantity to Transfer."*** Enter the transfer quantity using the ***"stocking unit of measure"*** which is the lowest level of stocking inventory. This option does not support the Unit of Measure Conversion procedure.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.



The final data item on this screen will request you to enter the location ***(company #)*** you will be transferring to. You may enter the company number or click on the **Down Arrow** ***(F2 by default)*** to scroll through the available choices. The item numbers must be the same in both locations. If the item number does not exist in the destination company, the system will warn you and ask if you wish to add this item number to the destination location.

If you click on **"Yes,"** the item will be added for you and you may continue the transaction. Otherwise, the system will prompt you for another transaction. Keep in mind that the Inventory Asset and Cost of Sales account set up in the source item number will also be used in the destination. This requires that the chart of accounts be exact in this case. Otherwise the system will use the **"suspense"** account for this transaction.

After validation of the screen, if the item being transferred is a Serial Number or Lot Number costing method, the system will prompt you for the Serial Numbers or Lot Numbers being transferred and the destination Serial Number or Lot Number being received. It is highly recommended that you create separate Accounts Receivable and Accounts Payable accounts to track these special entries which are considered Inter-Company transactions. This will enhance the analysis if you plan on consolidating your General Ledgers to get the Big Picture.

NOTE

When an item is transferred that is a **"Serialized"** item, you can only transfer a quantity of one at a time. The system will prompt the user for the **"Source Serial Number"** followed by the **"Destination Serial Number."** Therefore, this limits the quantities that may be processed at a single entry.

You may add an Accounts Receivable and Accounts Payable account for each location ***(company #)*** that you wish to perform transfers to. The system does **NOT** update any Accounts Receivable Customers with these transactions.

The following explains the transactions the system will create when a transfer is performed.

Company ONE - Source Company
Company TWO - Destination Company

A transfer of ten **(10)** Corner Blocks
(Item # 10 601 78511) is made from Company **ONE** to Company **TWO**. The unit cost is $ 3.50 each.

Entries made in the Company **ONE** General Ledger:

Account Description	Debit	Credit
Inventory		**(35.00)**
AR – Due From two	**(35.00)**	

The system will read the Location's File from the destination company **(TWO)** and use the Accounts Receivable account defined. The Inventory account used will be the Asset account defined on the item number's master record in the source or originating company **(ONE)**.

If you have the General Ledger Master Configuration option **"Automatically Post Integration Modules"** clicked to **"On,"** the transaction will post directly to the General Ledger in company **(ONE)** while a General Ledger Integration File will automatically be created for company **(TWO)**. This file must be posted manually in Company **(TWO)** to insure all General Ledger results are reflected on that company's financial statements.

Entries made in the Company **TWO** General Ledger:

Account Description	Debit	Credit
Inventory	**35.00**	
AP – Due to One		**(35.00)**

The system will read the Locations File from the source or originating company **(ONE)** and use the Accounts Payable account defined. The Inventory account used will be the Asset account defined on the item number's master record in the destination company **(TWO).**

RECORD ASSEMBLY PRODUCTIONS (IM0131)

This option allows you to record the manufacture of assemblies or sub-assemblies. The components inventory will be reduced and the assembly inventory increased by this option. When you select this option, you will be asked for the assembly inventory item to record production. This item must have a current bill of materials or you will not be able to produce it.

NOTE

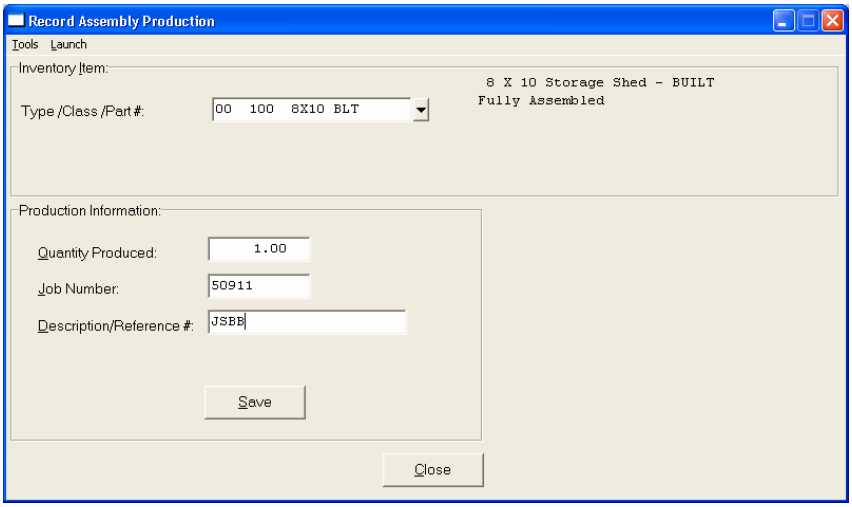
Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.

Once the item is selected, the following information will be asked:

Quantity Produced

Job Number

Description/Reference #

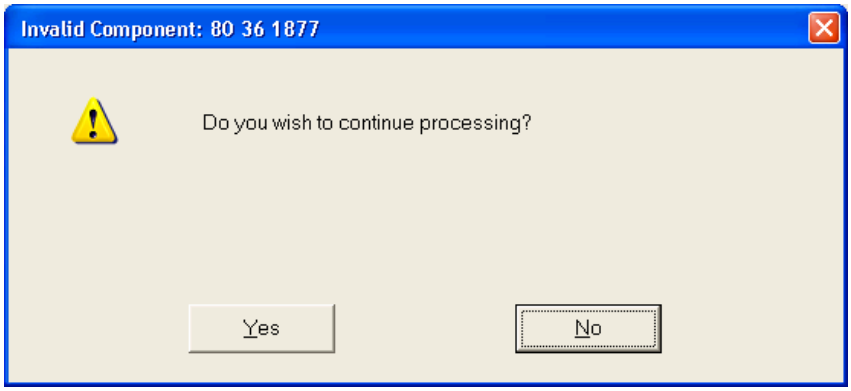


Enter the **Quantity Produced** of the assembly. This quantity must be a positive number. Next, enter your specific in-house **Job Number**, if applicable. This item is solely for your reference. Then, enter the **Description or Reference #** you want to track this transaction by. You may use up to twenty **(20)** characters *(alpha/numeric).*

When you **"Save"** the above information, the system will perform the following two verification checks:

Check if Valid Components	The system will check each component on the bill of materials to insure that it is a valid inventory item.
Check if Sufficient Quantity	The system will check the ***"Quantity On-Hand"*** of each component to insure that sufficient quantity is on hand to record the production.

If either of these error conditions occurs, the system will display which problem has occurred and display the component's item number.

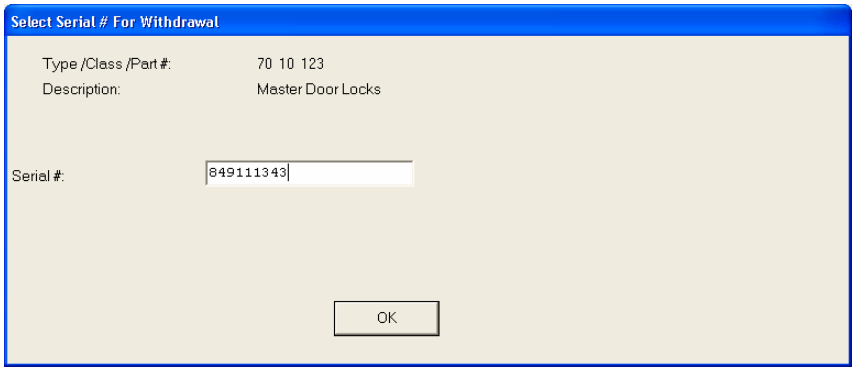


You will now be able to exit this option and research the problem before any update occurs. If you have turned **"On"** the feature ***"Turn Component Quantity Checking Off"*** in the Master Configuration, the system will ignore the insufficient quantity error and allow you to continue the production. If you have turned **"On"** the feature ***"Produce Sub-Assemblies Automatically,"*** the system will automatically produce all sub-components necessary for the production of this item.

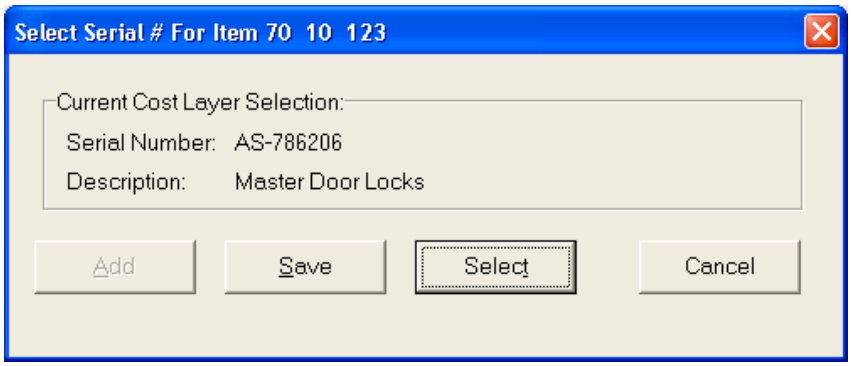
If no problem is encountered, the system will begin the following updates:

For Components	The component quantity used will be withdrawn from each inventory item. This quantity is the total of the **Quantity Produced** times the bill of materials quantity for each component. The ***"Usage Quantity"*** for each component will also be increased by the component quantity used.
For By-Products	The by-product quantity produced will be added to each inventory item as a receipt. This quantity is the total of the **Quantity Produced** times the bill of materials quantity for each by-product. The unit cost of the receipt will be the unit cost set up in the bill of materials. The **"Quantity Produced"** for each by-product will also be increased by the by-product quantity produced.
For the Assembly	The **Quantity Produced** will be added to this inventory item as a receipt. The cost of the receipt will be the total cost withdrawn from all components less the total cost of all by-products produced. The **"Quantity Produced"** for the assembly will also be increased by the **Quantity Produced**.

A **"Production"** transaction will be saved. If any of the components being used as part of the assembly are serialized or lot # items, a screen will be displayed prompting you to enter the respective information as shown below.



Enter a Serial Number into the screen and if it is invalid a scrolling near match screen will appear to allow you to choose from valid Serial Numbers in stock. Once a valid Serial Number is selected, you may validate it by clicking on **"Save"** as shown below.



If you click on **"Select"** the system will take you back to the scrolling screen to choose a different number. Click on **"Cancel"** to exit this option. The system will print an audit trail of the information you just entered and will continue to print until you exit this menu option and begin another option or exit the system entirely.

Results:

coIM1dy.dbf - Inventory Item File

For Assembly:

- *"Quantity On-hand"* is Increased
- Cost Information Updated
- *"Quantity Produced"* is Increased

For Components:

- *"Quantity On-Hand"* is Decreased
- Cost Information Updated
- *"Usage Quantity"* is Increased

For by-products:

- *"Quantity On-hand"* is Increased
- Cost Information Updated
- *"Quantity Produced"* is Increased

coIM3.dbf - Assembly File

- Components' Unit Cost is Updated

coIM2dy.dbf - Transaction File

- History Maintained

IM2GL.co - General Ledger Interaction File

If Interactive:

- Debit to Assembly Asset Account
- Credit to Component Asset Account
- Debit to By-Product Asset Account

RECORD DISASSEMBLY (IM0132)

This option allows you to record the disassembly or breakdown of manufactured items. Cost is distributed to components based on the average unit cost of each specific component within the existing assemblies. When you select this option, you will be asked for the assembly inventory item to record disassembly. This item must have a current bill of materials or you will not be able to select it.

NOTE

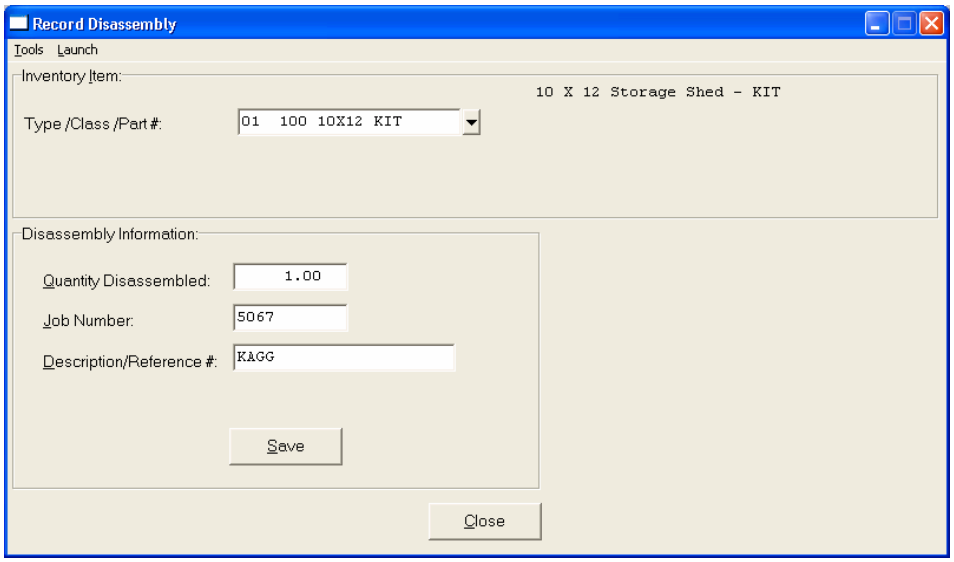
Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.

Once the item is selected the following information will be asked:

Quantity Disassembled

Job Number

Description/Reference #



Enter the **Quantity Disassembled** of the assembly. This quantity must be a positive number. Next, enter your specific in-house **Job Number**, if applicable. This item is solely for your reference. Then, enter the **Description or Reference #** you want to track this transaction by. You may use up to twenty **(20)** characters *(alpha/numeric).*

When you validate the above information, the system will perform the following two verification checks:

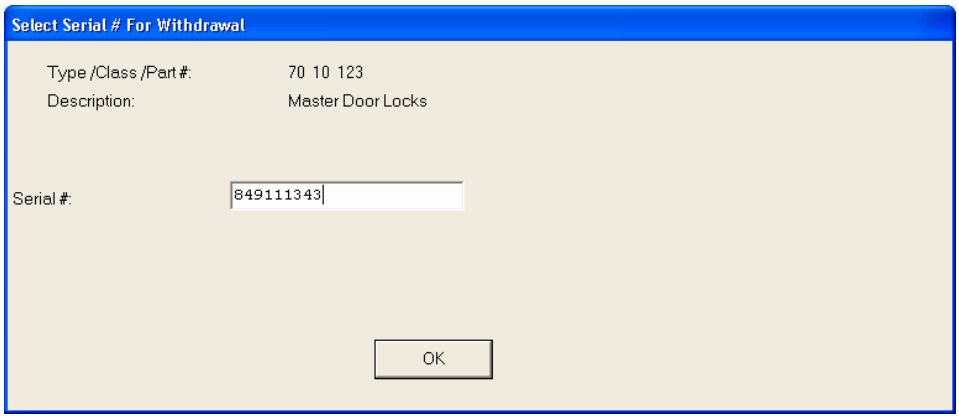
Check if Valid Components	The system will check each component on the bill of materials to insure that it is a valid inventory item.
Check if Sufficient Quantity	The system will check the ***"Quantity On-Hand"*** of the assembly to ensure that there is sufficient quantity to disassemble.

If either of these error conditions occur, the system will display which problem has occurred and display the component's item number, if applicable. You will now be able to exit this option and research the problem before any update occurs.

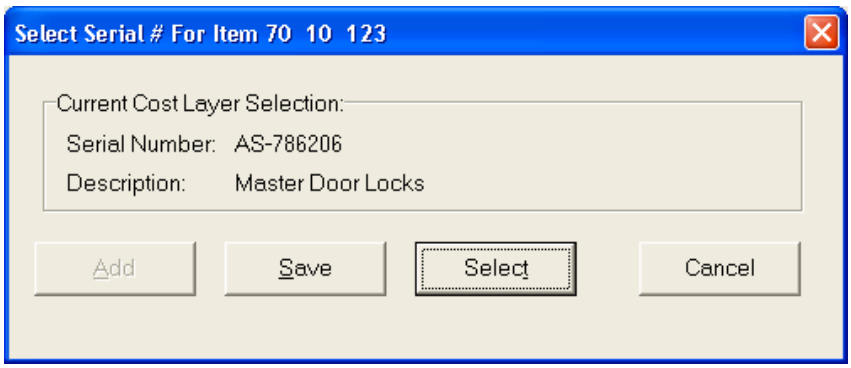
If no problem is encountered, the system will begin the following updates:

For Components	The component quantity returned will be received to each inventory item. This quantity is the total of the **Quantity Produced** times the bill of materials quantity for each component. The unit cost for the receipt is the last unit cost for the component in the bill of materials. The **"Usage Quantity"** for each component will also be decreased by the component quantity returned.
For By-Products	The by-product quantity reduced will be withdrawn from each inventory item. This quantity is the total of the **Quantity Produced** times the bill of materials quantity for each by-product. The unit cost of the withdrawal will be the unit cost set up in the inventory for each by-product. The **"Quantity Produced"** for each by-product will also be decreased by the by-product quantity reduced.
For the Assembly	The **Quantity Disassembled** will be withdrawn from this inventory. The cost of the withdrawal will be the total cost withdrawn from the assembly inventory, using the normal costing method. The **"Quantity Produced"** for the assembly will also be decreased by the **Quantity Disassembled**.
Cost Variance	Since the assembly and by-products are withdrawn according to the normal costing method ***(e.g., LIFO, FIFO, Average, Latest or Standard)*** and the components are restocked according to the last production unit cost, there is a possibility of a variance between the cost figures.

If any of the components being used as part of the disassembly are serialized or lot # items, a screen will be displayed prompting you to enter the respective information as shown below.



Enter a Serial Number into the screen and if it is invalid a scrolling near match screen will appear to allow you to choose from valid Serial Numbers in stock. Once a valid Serial Number is selected, you may validate it by clicking on **"Save"** as shown below.



If you click on **"Select"** the system will take you back to the scrolling screen to choose a different number. Click on **"Cancel"** to exit this option. If this cost variance occurs, it will be printed on the audit trail and updated into the General Ledger, if interactive. If you have specified that inventory transaction detail should be maintained, then **"Disassembly"** and **"Cost Variance"** transactions will be saved.

The system will print an audit trail of the information you just entered and will continue to print until you exit this option and begin another option or exit the system entirely.

Results:

coIM1dy.dbf - Inventory Item File

For Assembly:

- *"Quantity On-hand"* is Decreased
- Cost Information Updated
- *"Quantity Produced"* is Reduced

For Components:

- *"Quantity On-Hand"* is Increased
- Cost Information Updated
- *"Usage Quantity"* is Decreased

For By-Products:

- *"Quantity On-hand"* is Decreased
- Cost Information Updated
- *"Quantity Produced"* is Reduced

coIM2dy.dbf - Transaction File

- History Maintained
- Cost Variance Recorded

IM2GL.co - General Ledger Interaction File

If Interactive:

- Credit to Assembly Asset Account
- Debit to Component Asset Account
- Credit to By-Product Asset Account

If Cost Variance:

- Debit or Credit to Shrinkage Account

TRANSFER TO A PROJECT (IM0121)

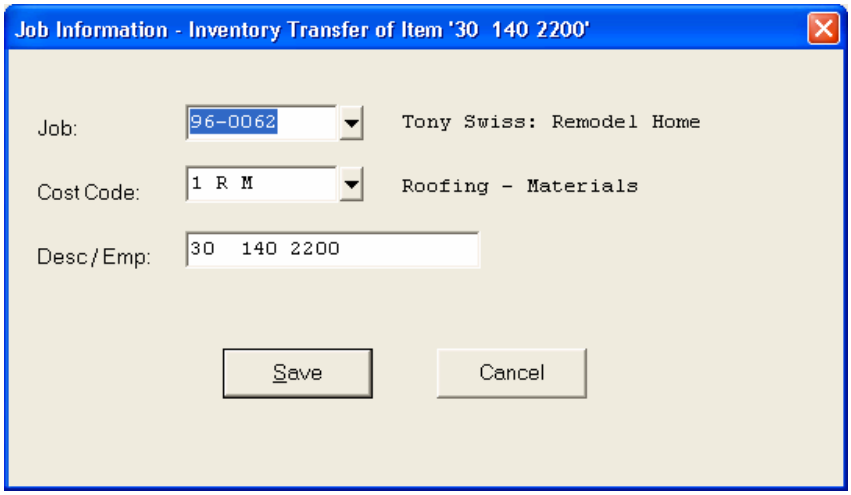
This option allows you to transfer inventory to various projects currently being processed or tracked by the Job Cost Main Module. The system will transfer the quantities ***(if quantity tracking is turned on in Job Cost)*** and costs to the project detail.

When you first execute this option, the system will ask you for the inventory item to transfer. You may enter the item number, or click the **Down Arrow** ***(F2 by default)*** to scroll through the inventory file to make your selection.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.

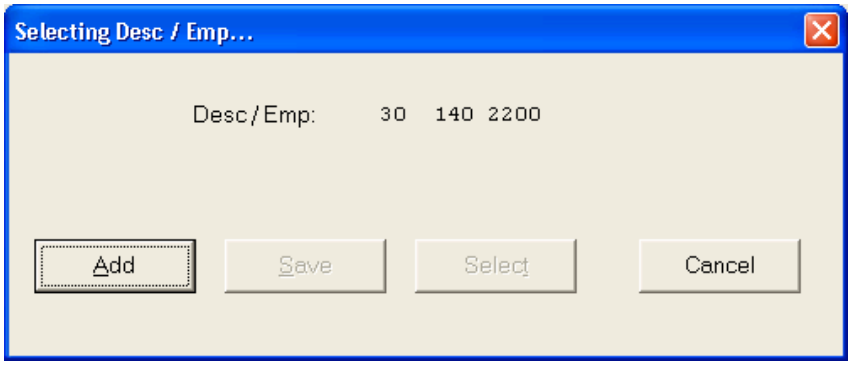
The system will then ask for the project information to transfer the item to. There are three data items that are used to enter this information.



The following table describes these data items:

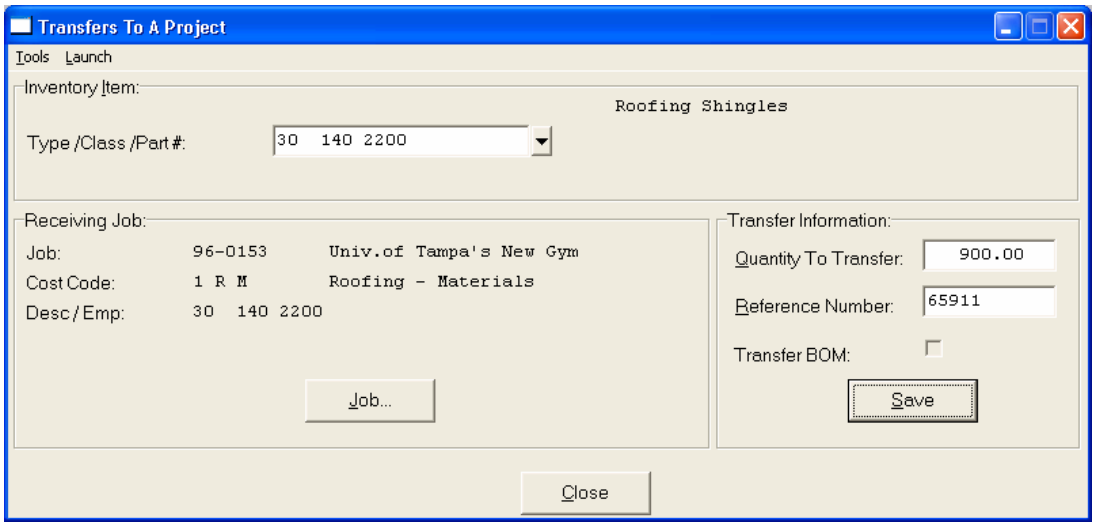
Job	This is the Job/Project number of the job or project that the inventory item will be transferred to. You may enter the job or project number, or click the **Down Arrow** ***(F2 by default)*** to scroll through the Job/Project file to make your selection. After the project has been selected, the project description will be displayed beside the project number. The Job/Project number you enter in this field will be retained for the next transaction, when entering a series of transactions.
Phase/Sub	This item contains the Cost Code that will be used to record the cost information. You may enter the Cost code number, or click the **Down Arrow** ***(F2 by default)*** to scroll through the Cost and Billing Code file to make your selection. If you select a **Billing Only** type code, you will be given a warning and you must re-enter the code. After you have selected the Cost Code, the description will be displayed beside the Cost Code.
Emp/Sub	This data item contains the project's twenty character additional detail description that is used to categorize the Cost Codes. If the **Job Cost Main Module** is configured to sort this detail description, the default will be the inventory item number that has been selected to transfer.

After you enter the detail description, the system will search the project detail file for an existing Cost Code set up for the selected project. If the detail was not found, a scrolling screen will be displayed from which you make your selection. If the **Job Cost Main Module** has been configured to not require cost budgets, you may also click on the **"Yes"** button to add the new project detail.



After all of the project information has been entered, the screen will be displayed showing the item being transferred, the project information that the item is being transferred to, and three data items: the quantity to transfer, a transaction reference number and whether or not you wish to Transfer Bill of Material Items ***(instead of the finished product).***

At this point you may enter the quantity you wish to transfer to the project.



If you enter a quantity larger than the available quantity, you will be given a warning and allowed to re-enter the quantity. You may also enter a **Transaction Reference Number** which will be updated to the Inventory Transaction File and the Job Cost Transaction File will appear on the ***"Inventory Detail Report."***

If you wish to transfer the Bill of Material Items instead of the Finished Good Part Number, <click> "on" the "Transfer BOM" box, otherwise the manufactured item will be transferred. The Bill of Material items must be setup as a budgeted item unless the Inventory Master Configuration has been configured to not require cost budgets.

Once all information has been entered, and you click on the **"Save"** button to validate, the system will transfer the items from inventory at the current calculated cost ***(based on your Costing Method),*** and record the quantity ***(if quantity tracking is turned on)*** and costs in the project detail.

This transaction will update the Job Cost Transaction File with the Inventory Item Number or the Bill of Material Item Numbers as the Job Cost transaction detail description, providing an audit trail of the transfer. A transaction report will print as each transaction is entered.

Results:

coIM1dy.dbf - Inventory Item File

- *"Quantities On-hand"* is Reduced in Source Item;
  Increased in Destination Cost Code
- Cost Information is Reduced in Source Item;
  Increased in Destination Cost Code

coIM2dy.dbf - Transaction File

- History Maintained *(optional)*

IM2GL.co - General Ledger Interaction File

Updates are:

- Credit to Source Item Asset Account
- Debit to Destination Item Asset Account or WIP

coJC1dy.dbf - Project File

- Historical Cost Information Updated

coJC2dy.dbf - Project Detail File

- Historical Cost Information Updated
- Current Cost Information Updated

coJC3dy.dbf - Transaction File

- Transaction Record Added

TRANSFER FROM A PROJECT (IM0122)

This option allows you to transfer inventory from your projects back into your inventory. The system will transfer the quantities ***(if quantity tracking is turned on in Job Cost)*** **and** costs out of the project detail and record the receipt ***(at cost)*** in inventory. This is the primary method of transferring inventory items that have been set up in the **Job Cost Main Module** as **"custom"** or **"batch"** manufactured items back to inventory as finished or assembled items.

This provides the capabilities of applying additional costs to items such as variable labor costs from Payroll, other material or freight costs directly from Accounts Payable and Purchase Order. When used in this method, the combination allows for complete calculation of costs on manufactured items or batches of items before being placed back into inventory for resale or use in other manufactured items.

When these items are transferred back into inventory, they now reflect within their cost per unit, all associated costs for manufacturing. The affect of this transfer is to relieve the **"Work in Process"** amounts maintained on the project and to increase the value of inventory assets. If items are to be manufactured for resale and billed through the normal invoicing methods in Accounts Receivable, Point of Sale, or Sales Order Entry, this is the option to select.

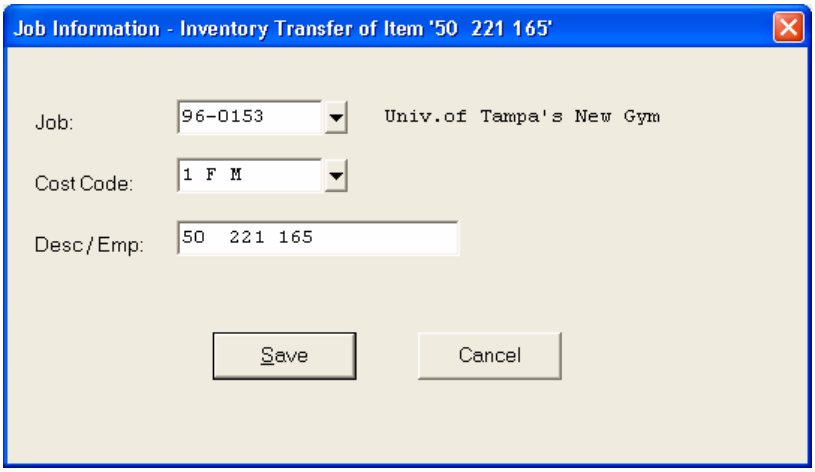
If items have been custom manufactured on a project and will be billed directly to the customer for that project, then the option to ***"Perform Project Billing"*** found in the Accounts Receivable module should be used instead of first transferring them back to inventory.

When you first execute this option, the system will ask you for the inventory item number to transfer. You may enter the item number, or click the **Down Arrow** ***(F2 by default)*** to scroll through the inventory file to make your selection.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field. **Note:** The file position is saved after the Alternate SKU index is searched.

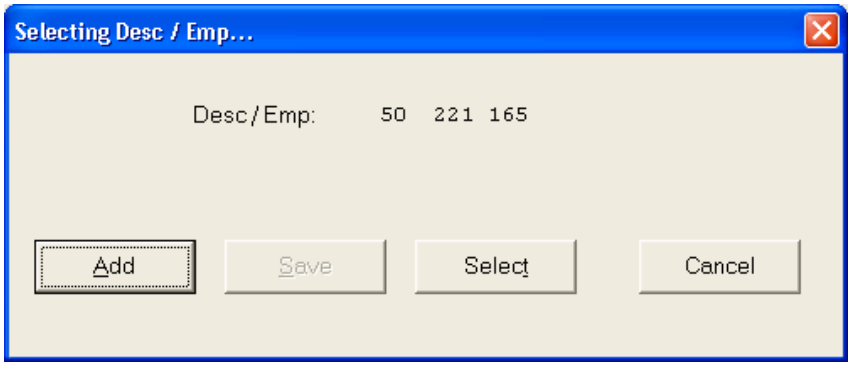
The system will next ask for the Job/Project information to transfer the item from. This would be the **"Originating Job."** There are three data items that are used to enter this information.



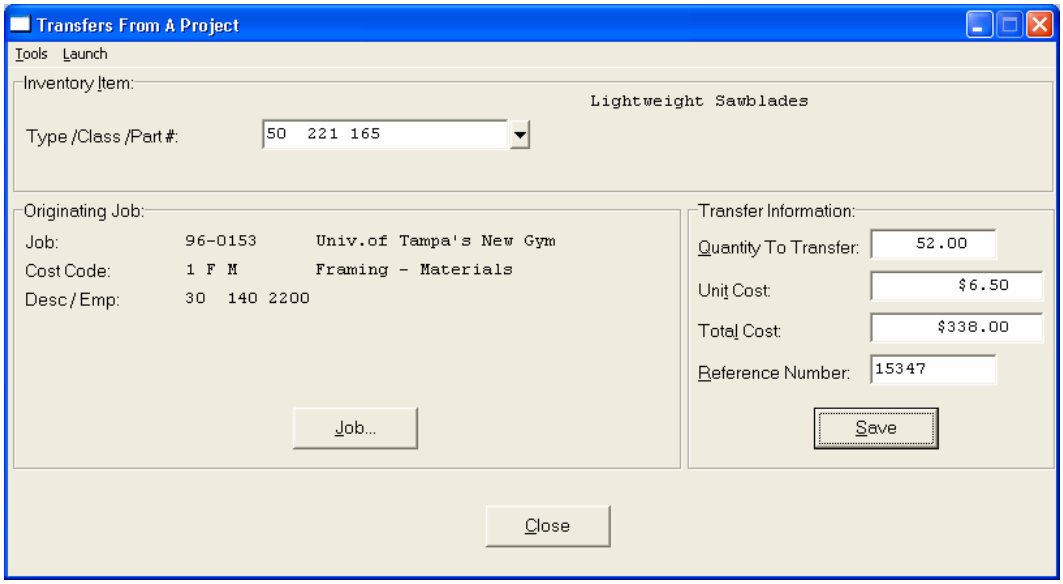
The following table describes these data items:

Job	This is the Job/Project number of the job/project that the inventory item is to be transferred from. You may enter the job/project number, or click the **Down Arrow *(F2 by default)*** to scroll through the Job/Project file to make your selection. After the job/project has been selected, the project description will be displayed beside the job/project number.
Phase/Sub	This item contains the Cost Code that will be used to remove the cost information. You may enter the Cost code number, or click the **Down Arrow *(F2 by default)*** to scroll through the Cost and Billing Code file to make your selection. If you select a **Billing Only** type code, you will be given a warning and must re-enter the code. After you have selected the Cost Code, the description will be displayed beside the Cost Code.
Emp/Sub	This data item contains the project's twenty character additional detail description that is used to categorize the Cost Codes. If the **Job Cost Main Module** is configured to sort this detail description, the default will be the inventory item number that has been selected to transfer. After you enter the detail description, the system will search the project detail file for an existing Cost Code set up for the selected project. If the detail was not found, a scrolling screen will be displayed from which you make your selection.

If the **Job Cost Main Module** has been configured to not require cost budgets, you may click on **"Add"** to add the new project detail or click on "Select" to go the scrolling list to choose another existing item.



After all of the job/project information has been entered, the screen will be showing the job/project information that the item is being transferred from, the inventory item being transferred to, and four data items containing the quantity, unit cost, extended cost to transfer and a transaction reference number.



The following table describes these data items:

Quantity to Transfer	This data item contains the quantity that will be transferred from the project back into inventory.
Unit Cost	This is the unit cost which will be used to calculate the total extended cost of the transfer. The default value will be calculated from the project detail's Project-to-Date Cost divided by the Project-to-Date Quantity.
Total Cost	This is the total, extended, amount of the cost to transfer. This value will be calculated from the quantity and unit cost entered above.
Reference Number	Enter a Transaction Reference Number which will be updated to the Inventory Transaction File and the Job Cost Transaction File will appear on the Inventory Detail Report. This reference number will be helpful in distinguishing specific information about a particular job or project.

Once the above items have been entered, and you click on the **"Save"** button, the system will transfer the items from the project detail back into inventory at the specified cost. This transaction will update the Job Cost Transaction File with the Inventory Item Number as the Job Cost transaction description, providing an audit trail of the transfer.

A transaction report will print as each transaction is entered.

Results:

coIM1dy.dbf - Inventory Item File

- *"Quantities On-hand"* are Increased in Destination Item
- Cost Information is Reduced in Source Cost Code

coIM2dy.dbf - Transaction File

- History Maintained *(optional)*

IM2GL.co - General Ledger Interaction File

Updates are:

- Credit to Source Item Asset Account or WIP
- Debit to Destination Item Asset Account

coJC1dy.dbf - Project File

- Historical Cost Information Updated

coJC2dy.dbf - Project Detail File

- Historical Cost Information Updated
- Current Cost Information Updated

coJC3dy.dbf - Transaction File

- Transaction Record Added

IMPORT TRANSACTIONS (IM0602)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import Inventory Transactions directly into the Inventory module. All journals will be updated as if processed as a normal transaction from within the Inventory program. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, click on the **"Print Map"** button. To create a map file in the program directory, click on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **107** bytes.

Description	Type	Position	Length
Item #	STRING	1	20
Trans. Date	STRING	21	6
Trans. Type (1-5)	CHAR	27	1
Vendor/Cust #	STRING	28	10
Description	STRING	38	30
Quantity	DOUBLE	68	10
Total Cost	DOUBLE	78	15
Total Sale	DOUBLE	93	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1    11125 Cash In Bank - Can      1   0   0   0   0   0   0   0   0   0   0   0   0   0
1    68500 Lodging Expense        12  0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1    11125 Cash In Bank - Can      1   0   0   0   0   0   0   0   0   0   0   0   0   0 {CR}{LF}
1    68500 Lodging Expense        12  0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

Click on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you click on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, click on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may click on the **"Next"** button, otherwise, click on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER** programs.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first click on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the **default layout of the import transaction file. By using file editing tools such as EDIT under DOS, Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Transactions File

Data Pro Support Document

IMPORT INVENTORY TRANSACTIONS (IM602.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import transactions and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as IM0602.MAP.**

Explanation of File:

"Item #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and cannot be changed)** 20, (length of field) "STRING", (Type of field) 1, (Starting position of field) 20 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
*"Item #",0,20,"STRING",1,20
*"Trans. Date",21,6,"STRING",21,6
*"Trans. Type (1-5)",28,0,"INT",27,1
"Vendor/Cust #",51,10,"STRING",28,10
"Description",73,30,"STRING",38,30
*"Quantity",94,0,"DOUBLE",68,10
*"Total Cost",102,0,"DOUBLE",78,15
"Total Sale",110,0,"DOUBLE",93,15
"LRL",107
```

* Required fields for importing records

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
```

DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE

"TRANS" TYPES

1 = P.O.
2 = RECEIPTS
3 = S.O.
4 = WITHDRAWLS
5 = RETURNS
6 = TRANSFERS
7 = COUNT ADJUSTMENTS
8 = PRODUCTION
9 = DISASSEMBLE
10 = JOB TRANSFERS

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Data Pro Support Document

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a General Ledger number the line would look as follows: "Receipt Description",73,30,"STRING",-1,7 (7 being the length of the description)

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import

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CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Inventory** module. The reports included here reflect sample information input into the sample company and only reflect an example of the way a company may utilize certain features within this module.

All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly. Do not assume that these reports reflect the only way in which the reports may be structured and/or printed. These reports may be used as a cross reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

The equations used to calculate the amounts on the reports, and how these reports are generated *(through the use of various questions asked by the system)* are discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Reports do not update the actual files.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

CTRL+O (Output Options)
Destination - Printer Choice, E-Mail or Display
Report Titles
E-mail Settings - Recipient and Subject
Font Attributes
Report Print Options
Displayed Report Options
Range of Accounts
Data Record Retrieval
Report Sorting Preference
Masking *(Wildcards)*
Period to Report On
Cancel the Print Job

CTRL+O (Output Options)

You are able to change your Output Options ***(printing preference)*** at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in the **Windows** operating system. You may choose to change printers by <clicking> on the **"Print Options"** button and select another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses. You may do the same in Windows, however, you must set up a **"printer"** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select **"Print"** as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts…** button to open the **Font** window. From this window, select different fonts, add special effects such as underlining, change the color, font style *(bold, italics, bold italic, etc)*, and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the Infinity POWER system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If **E-Mail** is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options…** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Orders

When asked to define the range of orders to report on, place your cursor on the ***"Beginning Order #"*** field and <click> the **Down Arrow** ***(F2 by default)*** to gain access to the account listing. You may choose to search for orders by order number, vendor number, vendor name or SO Ref #. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow** ***(F2 by default)*** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

The order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given three choices when you select your beginning and ending account number when using the **Down Arrow** ***(F2 by default)***:

- **Cat/Class/Item/Loc.** ***(Item Number)***
- **Description**
- **Bin #**

Instead of printing all reports in order of the Item Number, you may elect to print them in alphabetical order by the description of the Item Number by selecting #2. Or, many companies would want reports such as Inventory Count Sheets printed in order of their Bin # to ease the locating of items during a physical count. They would select #3. All reports will continue to ***"Sort By"*** the option selected until you either change it or exit that particular option.

Masking (Wildcards)

The item number mask is a field which gives you the ability to set up a specific search and have the system only retrieves those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular location or a specific class or category of items.

The configuration of your item number component lengths is the key to how specific information may be searched on within your inventory item number. The item number component lengths will be reflected in the mask field on your screen.

For example, if your inventory is configured as:

Category 4
Class 6
Item 5
Location 3

The item number mask field would appear on your screen as:

[ ]

123412345612345123

To print a report that contained all of the items for Category **"1111"** and those with a Location of **"113,"** you would specify:

[1111????????????113]

123412345612345123

The areas between the two components can either be spaces or question marks. Question marks are the standard DOS wildcard format. All reports will continue to ***"Mask By"*** the components selected until you either change it or exit that particular option.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

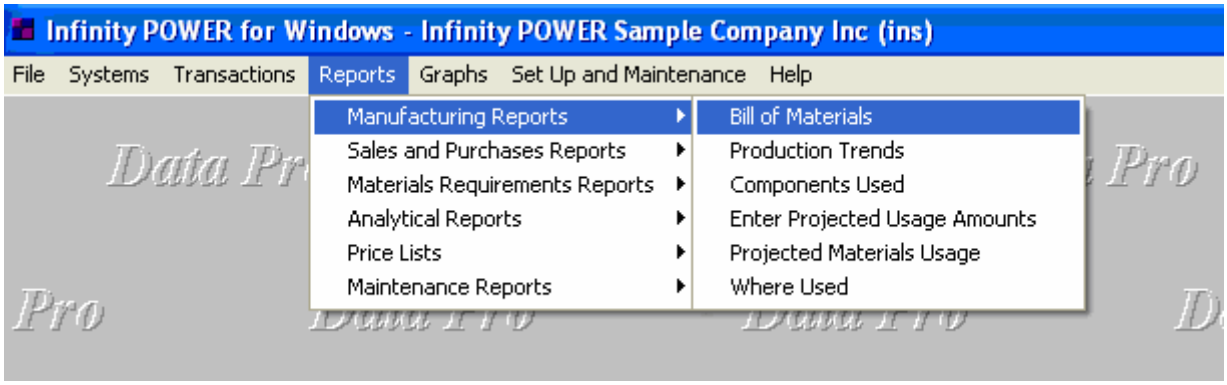
<Clicking> on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

MANUFACTURING REPORTS

Five reports and one calculation option are available by selecting the Manufacturing Reports menu option:

- **Bill of Materials**
- **Production Trends**
- **Components Used**
- **Enter Projected Usage Amounts**

- **Projected Materials Usage**
- **Where Used**



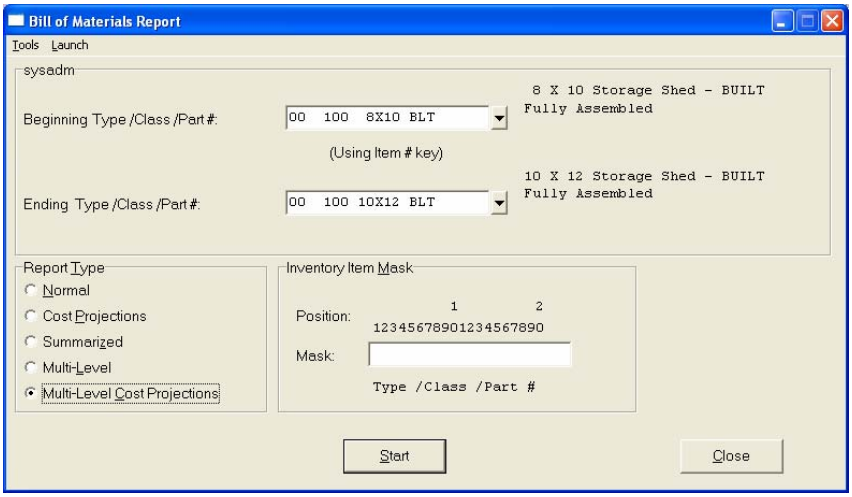
Each report will be discussed on the following pages.

Bill of Materials Report (IM0231)

This report provides a breakdown of all component inventory necessary to produce each assembly and sub-assembly ***(also referred to as a bill of materials)*.** This report is available in five different formats:

Normal	This provides a detailed listing of each assembly with all of the components, complete inventory descriptions ***(all 4 lines),*** alternate part number, and bin numbers.
Cost Projections	This provides the normal report with cost projections based on **"Last Unit Cost"** ***(cost at last time of recording production)*** or **"Average Unit Cost"** ***(average unit cost of component inventory in stock)***.
Summarized	This provides the basic bill of materials information by assembly.
Multi-Level	This provides the basic bill of materials information by assembly for all sub-assembly levels. This report includes all quantities required for each sub-component as part of the assembly item.
Multi-Level Cost Projections	This provides the basic bill of materials information by assembly for all sub-assembly levels. This report includes all quantities, unit of measure, unit cost and extended costs for each component and assembly item. The report then Projects what the cost of the item would be if it were taken from current stock levels verses if it were manufactured from components **(raw materials)** at this point in time. This may be the same number or you may find that costs have gone up or down depending on the swing in pricing on raw materials since the last time a manufacturing run was done.

When you select this report you may specify the inventory item range and mask, as well as the desired report format.



The fields included in this report are:

Field Names:

Assembly and Components:

- Cat./Class/Part/Loc. *(Item Number)*
- Description *(First Line)*
- Description Lines 2-4 *(formats #1 & #2)*
- U/M *(Unit of Measure)*
- Quantity
- Sub *(sub-assembly? Yes or No)*
- Alternate Part Numbers *(formats #1 & #2)*
- Last Unit Cost *(format #2)*
- Avg. Unit Cost *(format #2)*

Bill of Materials Report (Normal)

Infinity POWER Sample Company, Inc. — Page 1
Bill of Materials Report — (4) 04/28/2006

Item Number	Description	U/M	Quantity	Sub	Alternate Parts	Bin Number
** Assembly:						
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000			002
** Components:						
1) 305011670	8' - 2" X 4" Boards	EA	42.00000	No	25103	267
2) 305011677	10' - 2" X 4" Boards	EA	12.00000	No	25111	272
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000	No	959541	282
4) 201502241	Roofing Tar Paper	Roll	1.00000	No	645113	247
5) 201513311	*Order by the dozen rolls. Roofing Tar	Gal	0.50000	No	647811-2	252
6) 201646141	Roofing Nails	Bag	0.50000	No	513434	257
7) 301402200	Roofing Shingles	Box	2.00000	No	645111	262
** Assembly:						
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000			001
** Components:						
1) 305011670	8' - 2" X 4" Boards	EA	44.00000	No	25103	267
2) 305011677	10' - 2" X 4" Boards	EA	4.00000	No	25111	272
3) 305022511	4' X 8' - Sheet Plywood	EA	14.00000	No	959541	282
4) 201502241	Roofing Tar Paper	Roll	1.00000	No	645113	247
5) 201513311	*Order by the dozen rolls. Roofing Tar	Gal	0.50000	No	647811-2	252
6) 201646141	Roofing Nails	Bag	0.50000	No	513434	257
7) 301402200	Roofing Shingles	Box	2.00000	No	645111	262

* Number of records printed: 2

Bill of Materials Report (Cost Projections)

Infinity POWER Sample Company, Inc. — Page 1
Bill of Materials Report — (4) 04/28/2006
(with Cost Projections)

Item Number / Bin Number	Description	U/M	Quantity	Sub	Alternate Parts	Last Unit Cost / Avg. Unit Cost
** Assembly:						
9990010010x12BLT	10 X 12 Storage Shed - BUILT		1.00000			$474.42000
002	Fully Assembled					$629.96000
** Components:						
1) 305011670	8' - 2" X 4" Boards	EA	42.00000	No	25103	$3.50000
267						$3.50000
2) 305011677	10' - 2" X 4" Boards	EA	12.00000	No	25111	$3.99000
272						$0.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000	No	959541	$8.65000
282						$8.51210
4) 201502241	Roofing Tar Paper	Roll	1.00000	No	645113	$15.83000
247						$15.82492
	*Order by the dozen rolls.					
5) 201513311	Roofing Tar	Gal	0.50000	No	647811-2	$33.76000
252						$33.75000
6) 201646141	Roofing Nails	Bag	0.50000	No	513434	$6.24000
257						$6.23209
7) 301402200	Roofing Shingles	Box	2.00000	No	645111	$48.50000
262						$48.50000
					** Total Projected Cost (last):	$474.76000 *
					(current):	$473.72167 *

* Number of records printed: 1

Bill of Materials Report (Summarized)

Infinity POWER Sample Company, Inc.
Bill of Materials Report
(Summarized)

Page 1
(4) 04/28/2006

Item Number	Description	U/M	Quantity
** Assembly:			
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	42.00000
2) 305011677	10' - 2" X 4" Boards	EA	12.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	44.00000
2) 305011677	10' - 2" X 4" Boards	EA	4.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	14.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
9990110010x12KIT	10 X 12 Storage Shed - KIT		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	42.00000
2) 305011677	10' - 2" X 4" Boards	EA	12.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000

* Number of records printed: 3

Bill of Materials Report (Multi-Level)

Infinity POWER Sample Company, Inc.
Bill of Materials Report
(Multi-Level)

Page 1
(4) 04/28/2006

Item Number	Description	U/M	Quantity
** Assembly:			
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	42.00000
1: 305011677	10' - 2" X 4" Boards	EA	12.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	44.00000
1: 305011677	10' - 2" X 4" Boards	EA	4.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	14.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
9990110010x12KIT	10 X 12 Storage Shed - KIT		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	42.00000
1: 305011677	10' - 2" X 4" Boards	EA	12.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000

* Number of records printed: 3

Bill of Materials Report (Multi-Level Cost Projections)

Infinity POWER Sample Company, Inc. — Page 1
Bill of Materials Report — (4) 04/28/2006
(Multi-Level Cost Proj.)

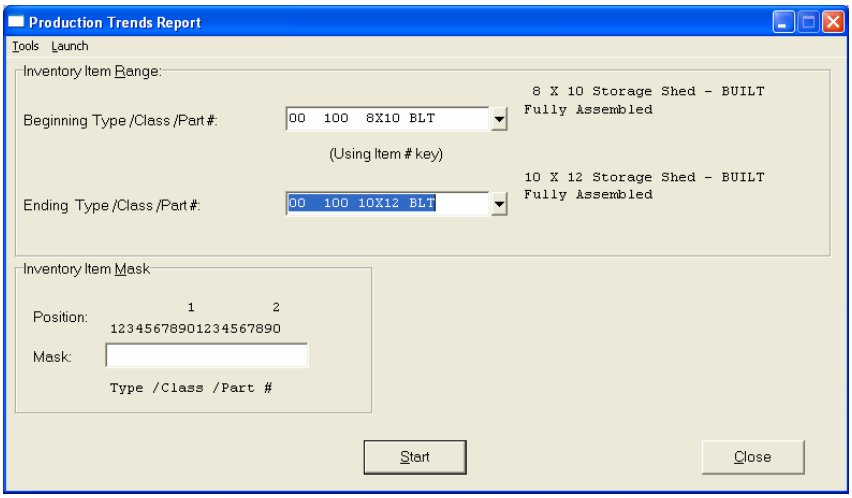
Item Number	Description	U/M	Quantity	Unit Cost	Extended Cost
** Assembly:					
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00	$418.20	$418.20
** Components:					
1: 305011670	8' - 2" X 4" Boards	EA	42.00	$3.50	$147.00
1: 305011677	10' - 2" X 4" Boards	EA	12.00	$4.10	$49.20
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00	$8.54	$145.18
1: 201502241	Roofing Tar Paper	Roll	1.00	$15.82	$15.82
1: 201513311	Roofing Tar	Gal	0.50	$33.75	$16.88
1: 201646141	Roofing Nails	Bag	0.50	$6.23	$3.12
1: 301402200	Roofing Shingles	Box	2.00	$48.50	$97.00
	** Total Projected Cost (Component Total Cost - From Level 1) :				$474.20 *
	** Total Projected Cost (Component Total Cost - From Raw Materials):				$474.20 *
** Assembly:					
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00	$346.68	$346.68
** Components:					
1: 305011670	8' - 2" X 4" Boards	EA	44.00	$3.50	$154.00
1: 305011677	10' - 2" X 4" Boards	EA	4.00	$4.10	$16.40
1: 305022511	4' X 8' - Sheet Plywood	EA	14.00	$8.54	$119.56
1: 201502241	Roofing Tar Paper	Roll	1.00	$15.82	$15.82
1: 201513311	Roofing Tar	Gal	0.50	$33.75	$16.88
1: 201646141	Roofing Nails	Bag	0.50	$6.23	$3.12
1: 301402200	Roofing Shingles	Box	2.00	$48.50	$97.00
	** Total Projected Cost (Component Total Cost - From Level 1) :				$422.78 *
	** Total Projected Cost (Component Total Cost - From Raw Materials):				$422.78 *

* Number of records printed: 2

Production Trends Report (IM0232)

This report provides a complete 12 month breakdown of production by month for all assemblies.

When you select this report you may specify the inventory item range and mask to report on. This report will include the total quantity produced by month for each assembly within the specified inventory item range.



The fields included in this report are:

Field Names:

Assemblies Only:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- 12 month Production Quantities
- YTD Quantity Produced *(based on the system date)*

Production Trends Report

Infinity POWER Sample Company, Inc. — Page 1
Production Trends — (4) 04/28/2006

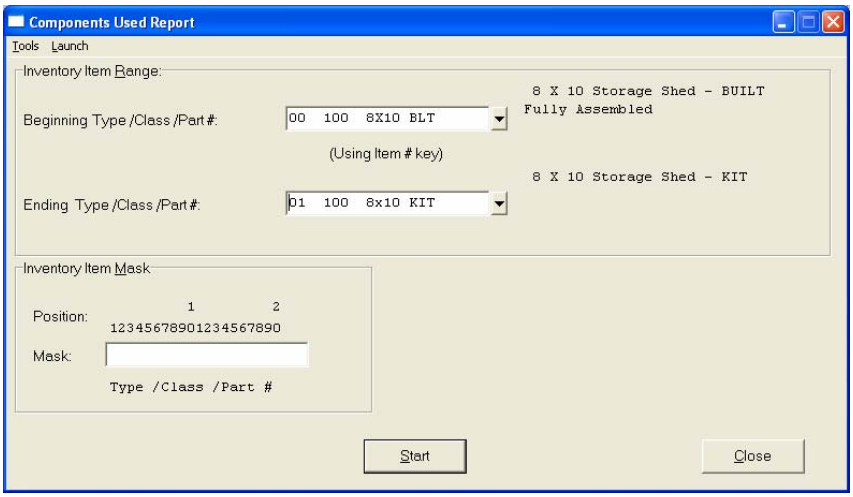
Item Number / U/M / Bin Number	Description	01/2006 / 07/2006	02/2006 / 08/2006	03/2006 / 09/2006	04/2006 / 10/2006	05/2006 / 11/2006	06/2006 / 12/2006	YTD Total
9990010010x12BLT	10 X 12 Storage Shed - BUILT	17.00000	2.00000	4.00000	8.00000	0.00000	0.00000	
002	Fully Assembled	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	31.00000
999001008x10BLT	8 X 10 Storage Shed - BUILT	0.00000	2.00000	3.00000	5.00000	0.00000	0.00000	
001	Fully Assembled	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	10.00000
9990110010x12KIT	10 X 12 Storage Shed - KIT	2.00000	6.00000	6.00000	1.00000	0.00000	0.00000	
008		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	15.00000
999011008x10KIT	8 X 10 Storage Shed - KIT	3.00000	5.00000	10.00000	3.00000	0.00000	0.00000	
006		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	21.00000
	Grand Totals:	22.00000	15.00000	23.00000	17.00000	0.00000	0.00000	
		0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	77.00000

* Number of records printed: 4

Components Used Report (IM0233)

This report provides a complete 12 month breakdown of all components used in production by month for all components and sub-assemblies.

When you select this report you may specify the inventory item range and mask to report on. This report will include the total quantity used in production by month for each component and sub-assembly within the specified inventory item range.



The fields included in this report are:

Field Names:

Components and Sub-assemblies:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- 12 month Used in Production Quantities
- YTD Quantity Used in Production
  (based on the system date)

Components Used Report

Infinity POWER Sample Company, Inc. — Page 1
Components Used Report — (4) 04/28/2006

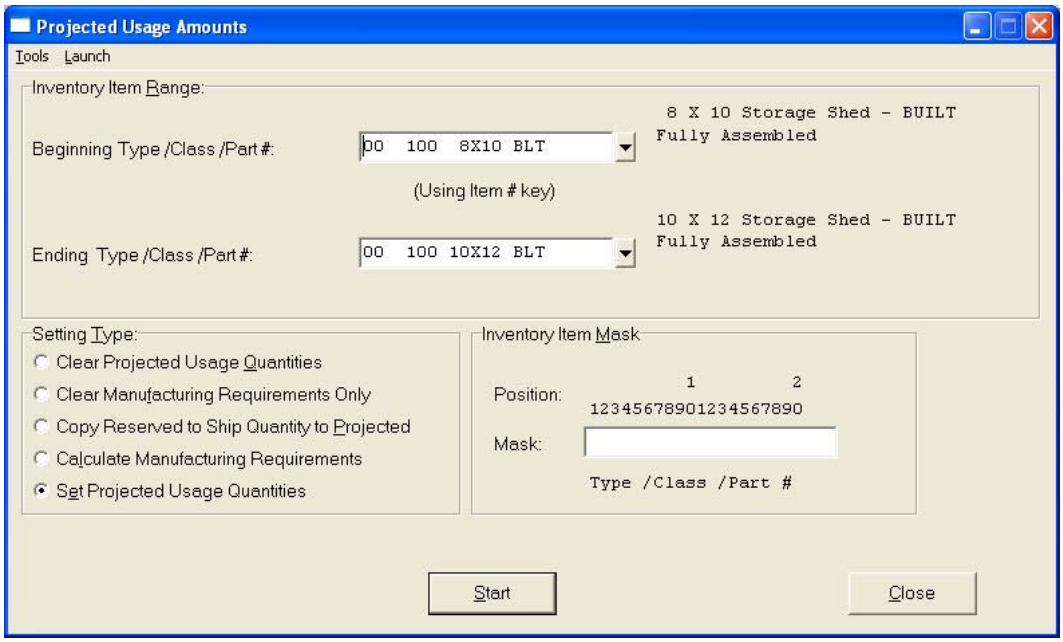
Item Number / U/M	Bin Number	Description	01/2006 / 07/2006	02/2006 / 08/2006	03/2006 / 09/2006	04/2006 / 10/2006	05/2006 / 11/2006	06/2006 / 12/2006	YTD Total
201502241		Roofing Tar Paper	22.00	14.00	23.00	17.00	0.00	0.00	
Roll	247		0.00	0.00	0.00	0.00	0.00	0.00	76.00
		*Order by the dozen rolls.							
201513311		Roofing Tar	11.00	7.00	11.50	8.50	0.00	0.00	
Gal	252		0.00	0.00	0.00	0.00	0.00	0.00	38.00
201646141		Roofing Nails	11.00	7.00	11.50	8.50	0.00	0.00	
Bag	257		0.00	0.00	0.00	0.00	0.00	0.00	38.00
301402200		Roofing Shingles	44.00	28.00	46.00	34.00	0.00	0.00	
Box	262		0.00	0.00	0.00	0.00	0.00	0.00	152.00
305011670		8' - 2"×4" Boards	930.00	602.00	992.00	730.00	0.00	0.00	
EA	267		0.00	0.00	0.00	0.00	0.00	0.00	3,254.00
305011677		10' - 2"×4" Boards	240.00	112.00	172.00	140.00	0.00	0.00	
EA	272		0.00	0.00	0.00	0.00	0.00	0.00	664.00
305022511		4'×8' - Sheet Plywood	365.00	217.00	352.00	265.00	0.00	0.00	
EA	282		0.00	0.00	0.00	0.00	0.00	0.00	1,199.00
		Grand Totals:	1,623.00	987.00	1,608.00	1,203.00	0.00	0.00	
			0.00	0.00	0.00	0.00	0.00	0.00	5,421.00

* Number of records printed: 32

Enter Projected Usage Amounts (IM0234)

This option allows you to enter projected sales quantities for your finished goods, whether assemblies or components. In addition, a complete material requirements calculation will be made on your entire inventory. This materials requirement calculation may be reviewed by printing the *"**Projected Materials Usage Report."***

This option may be used to perform **"what if"** analysis of materials usage requirements.

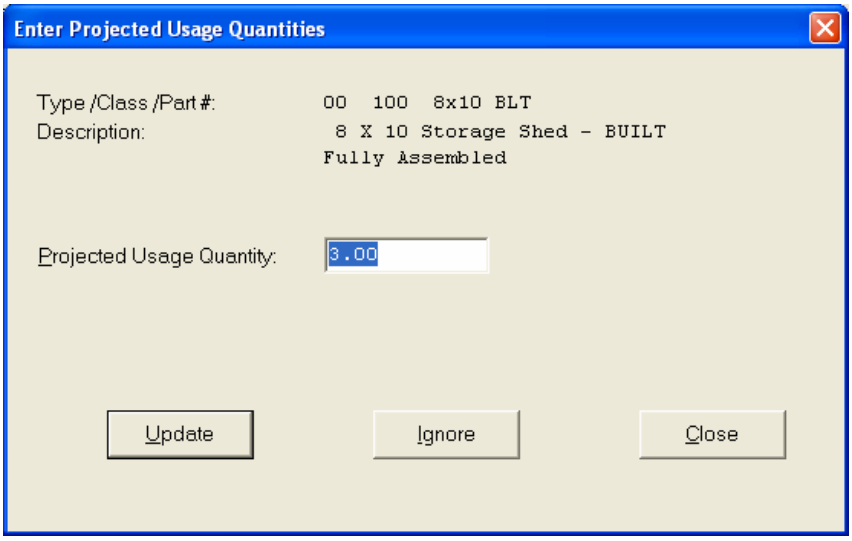


Projected and/or actual material requirements may be entered in one of the following ways:

Clear Projected Usage Quantities	This option allows you to clear the projected usage quantities for a range of inventory items. In addition, the manufacturing requirements will be zeroed.
Copy Reserved To Ship Quantity to Projected	This option allows you to use your current unfilled customer orders as the starting place for your projected usage analysis. This option automatically transfers all ***"Quantity Reserved to Ship"*** amounts into the projected usage fields for each inventory item.
Clear Manufacturing Requirements Only	This option allows you to clear all projected manufacturing requirements without affecting the Projected Usage Quantities. These first two options are primarily used to clear out projection amounts between your **"what if"** models. If you are processing interactive with the Sales Order Entry system or if you are using the ***"Record a Sales Order"*** option in Inventory, this option reads the total backorder amount for each item ***(quantity in "Quantity Reserved to Ship")***.

Calculate Manufacturing Requirements	This option automatically calculates your complete manufacturing requirements for all assemblies which have a ***"Projected Usage Quantity"*** greater than the ***"Quantity On-Hand."*** This shortage amount will be used to calculate the manufacturing requirements of each component in the assembly's bill of materials. These calculations may be reviewed in the ***"Projected Materials Usage Report,"*** under the column titled **Manf. Req.**
Enter Projected Usage Quantities	This option allows you to directly input the Projected Usage Quantities for a range of inventory items. When you select this option, you may specify the range of items and the item number mask to include.

The system will automatically retrieve each item and display the current Projected Usage Amount. You may change the quantity or <click> **"Update"** to continue with no change.



Upon the completion of this option, simply <click> **"Close"** to return to the menu. Normally, your next step is to print the ***"Projected Materials Usage Report,"*** which is the next option on the menu.

NOTE

The option to **Calculate Manufacturing Requirements** assumes that your inventory numbering sequence is such that all sub-assemblies have higher inventory numbers than assemblies that use them. This is required because the system calculates manufacturing requirements as it moves through the inventory file sequentially from lower numbers to higher.

Results:

coIM1dy.dbf - Inventory Item File
- Projected Usage Quantity Updated
- Manufacturing Requirements Updated

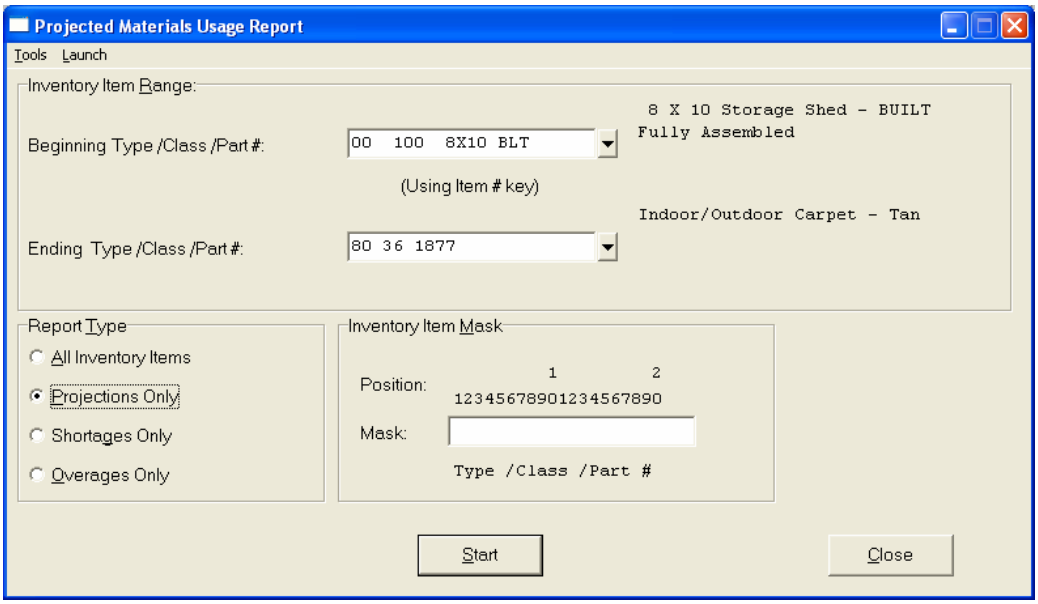
Projected Materials Usage Report (IM0235)

This report displays all material usage requirements as calculated in the ***"Enter Projected Usage Amounts"*** option. A complete breakdown is provided showing all necessary production levels and raw material acquisition requirements.

This report is available in the following formats:

All Inventory Items	This will include all inventory items within the specified range.
Projections Only	Those inventory items which have had projections entered or which are required for manufacturing.
Shortage Only	Those inventory items which do not have enough ***"Quantity On-Hand"*** to meet projected usage requirements.
Overages Only	Those inventory items which have excess ***"Quantity On-Hand"*** to meet projected usage requirements.

When you select this report you may specify the inventory item range and mask, as well as the desired report format.



The fields included in this report are:

Field Name:

Assembly and Components:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- Bin Number
- U/M *(Unit of Measure)*
- Alternate Part Numbers
- Projected *(Projected Quantity Needed)*
  Specified in *"Enter Projected Usage Amounts"*
- Manf. Req. *(Manufacturing Requirements)*
  Quantity Automatically Calculated from Projected

Quantity Needed in *"Enter Projected Usage Amounts"*
- Total Required - Sum of Projected Quantity Needed plus Manufacturing Requirements
- On-Hand *(Quantity On-Hand)*
- On-Order *(Quantity On-Order)*
- Extra (OH) - Excess *(or Shortage if negative quantity)* of Inventory Based on On-Hand Minus Total Required

- Extra (OO) - Excess *(or Shortage if negative quantity)* of Inventory Based on On-Hand Plus On-Order, Minus Total Required
- Short - X if a Shortage of Extra (OH) or Extra (OO)
- Primary Vendor Number
- Primary Vendor's Part Number
- Secondary Vendor Number
- Secondary Vendor's Part Number

Projected Materials Usage Report

Infinity POWER Sample Company, Inc. — Page 1
Projected Materials Usage — (4) 04/28/2006

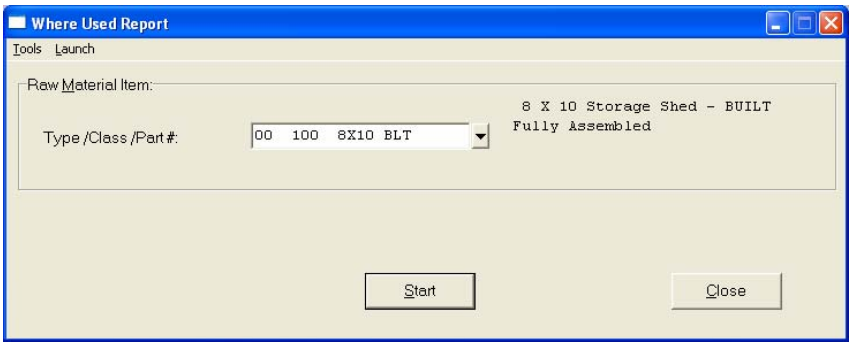
Item Number / U/M / Bin Number / Vendor #	Description / Vendor Part #	Alternate Parts	Projected Manf. Req.	Total Required	On-Hand On-Order	Extra (OH) Extra (OO)	Short
9990010010x12BLT	10 X 12 Storage Shed - BUILT		6.00	6.00	38.00	32.00	
002	Fully Assembled		0.00		0.00	32.00	
BOW1	None Assembled						
999001008x10BLT	8 X 10 Storage Shed - BUILT		9.00	9.00	14.00	5.00	
001	Fully Assembled		0.00		0.00	5.00	
BOW1	None Assembled						
9990110010x12KIT	10 X 12 Storage Shed - KIT		4.00	4.00	19.00	15.00	
008			0.00		0.00	15.00	
999011008x10KIT	8 X 10 Storage Shed - KIT		18.00	18.00	25.00	7.00	
006			0.00		0.00	7.00	
	Grand Totals:		37.00	37.00	96.00	59.00	
			0.00		0.00	59.00	

* Number of records printed: 4

"Where Used" Report (IM0236)

This report displays every assembly in which the item selected is used during the course of manufacturing.

This report is a useful tool in tracking down where items may need to be adjusted. For instance, if a raw material is discontinued and you must make all of the changes in the file. You may select one item per report. Based on the nature of your business, this can be a very short report or very extensive.



The fields that will print on the report include Item Number, Description, Quantity, and the Value of that item within a specific assembly.

"Where Used" Report

Infinity POWER Sample Company, Inc.
Where Used Report
4' X 8' - Sheet Plywood

Page 1
(4) 04/28/2006

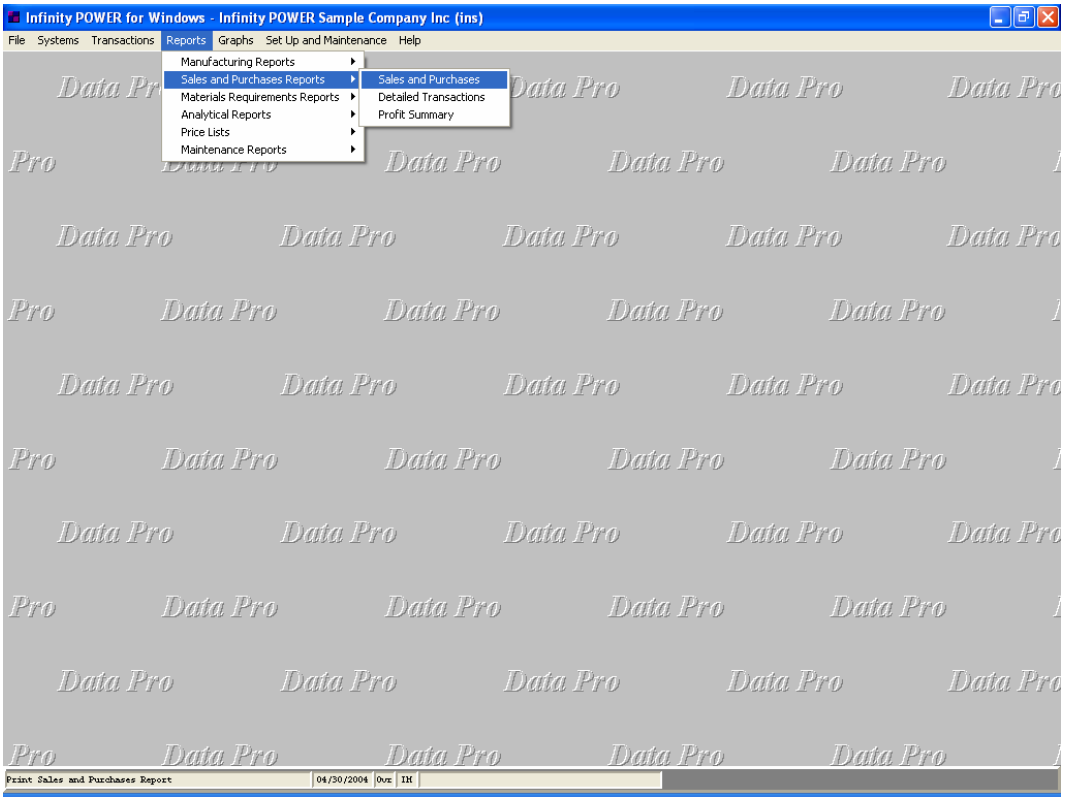
Item Number	Description	Quantity	Value
9990010010x12BLT 002	10 X 12 Storage Shed - BUILT Fully Assembled	17.00	$145.14
999001008x10BLT 001	8 X 10 Storage Shed - BUILT Fully Assembled	14.00	$119.53
9990110010x12KIT 008	10 X 12 Storage Shed - KIT	17.00	$145.14
999011008x10KIT 006	8 X 10 Storage Shed - KIT	14.00	$119.53

* Number of records printed: 4

SALES AND PURCHASES REPORTS

Three reports are available by selecting the Sales and Purchases Reports menu option:

- **Sales & Purchases Report**
- **Detailed Transactions Report**
- **Profit Summary Report**



Calculations performed by the system to produce information for key fields in these reports are:

- Gross Profit
- Sales minus Cost of Sales
- GP per Unit
- Gross Profit divided by Quantity Sold
- GP%
- Gross Profit divided by Total Sales (x) 100

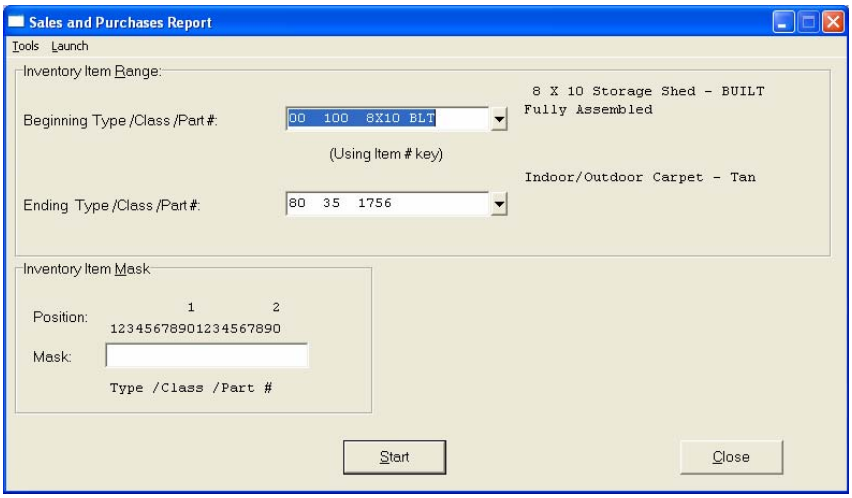
Each report will be discussed on the following pages.

Sales and Purchases Report (IM0201)

This report displays the sales and/or purchases by each inventory item for each period of the current fiscal year.

This report can be used by management to review inventory item movement by accounting period. It can also be used to establish trend analysis, monitor cyclical usage, aid in manufacturing forecasting, or analyze sales vs. cost of sales.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*

Description:

- U/M *(Unit of Measure)*
- Bin Number
- Qty On-Hand *(Quantity On-Hand)*
- Total Value
- Period
- Qty Purch. *(Quantity Purchased)*
- Purchases
- Qty Sold *(Quantity Sold)*
- Sales
- Cost of Sales
- Gross Profit
- GP per Unit *(Gross Profit per Unit)*
- GP % *(Gross Profit Percentage)*

- Grand Totals:

Sales & Purchases Report

Infinity POWER Sample Company, Inc. — Page 1
Sales & Purchases Report — (4) 04/28/2006

Item Number	Description	U/M	Bin Number	Qty On-Hand	Total Value
1060185461	Concrete Blocks	EA	112	120.00	$327.60

Period	Qty Purch.	Purchases	Qty Sold	Sales	Cost of Sales	Gross Profit	GP per Unit	GP %
1) 01/2006	0.00	$0.00	1,200.00	$5,412.00	$4,546.75	$865.25	$0.72	15.99
2) 02/2006	0.00	$0.00	400.00	$1,804.00	$1,092.00	$712.00	$1.78	39.47
3) 03/2006	0.00	$0.00	400.00	$1,804.00	$1,092.00	$712.00	$1.78	39.47
4) 04/2006	300.00	$2,094.00	1,001.00	$5,014.51	$2,736.98	$2,277.53	$2.28	45.42
Total:	300.00	$2,094.00	3,001.00	$14,034.51	$9,467.73	$4,566.78	$1.52	32.54

Item Number	Description	U/M	Bin Number	Qty On-Hand	Total Value
1060216522	Cement - 100 lb. Bag	Bag	117	1,336.00	$42,172.15

Period	Qty Purch.	Purchases	Qty Sold	Sales	Cost of Sales	Gross Profit	GP per Unit	GP %
1) 01/2006	128.00	$1,699.84	0.00	$0.00	$0.00	$0.00	$0.00	0.00
4) 04/2006	600.00	$30,720.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
Total:	728.00	$32,419.84	0.00	$0.00	$0.00	$0.00	$0.00	0.00

Item Number	Description	U/M	Bin Number	Qty On-Hand	Total Value
11APOLE	Electric Box Pole	EA	242	0.00	$0.00

Period	Qty Purch.	Purchases	Qty Sold	Sales	Cost of Sales	Gross Profit	GP per Unit	GP %
1) 01/2006	0.00	$0.00	150.00	$31,912.50	$24,057.00	$7,855.50	$52.37	24.62
4) 04/2006	500.00	$148,000.00	20.00	$4,255.00	$5,920.00	$1,665.00-	$83.25-	-39.13
Total:	500.00	$148,000.00	170.00	$36,167.50	$29,977.00	$6,190.50	$36.41	17.12

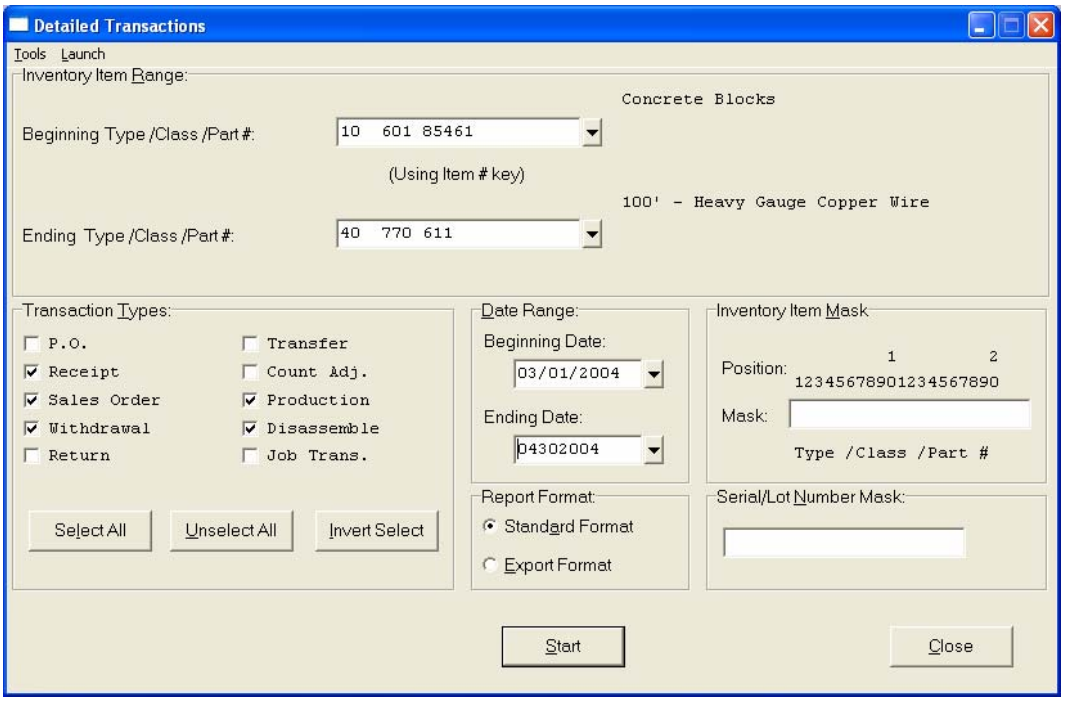
Grand Totals:	1,528.00	$182,513.84	3,171.00	$50,202.01	$39,444.73	$10,757.28	$3.39	21.43

* Number of records printed: 3

Detailed Transactions Report (IM0202)

This report displays all inventory transactions recorded for each inventory item. In addition, it will include all inventory transactions posted from other systems. To use this option, you must set up your system for transaction detail.

This report is designed as a management tool for auditing and for doing research. It provides a complete listing of all activity within Inventory for a specified date range. After you select the range of items to report on, you may specify the specific transaction type you need reported on.



The transaction types are:

1) **Purchase Order**
2) **Receipts**
3) **Sales Orders**
4) **Withdrawals**
5) **Returns**
6) **Transfers**
7) **Count Adjustments**

You may select only one of the items or you may select them all by <clicking> on the **"Select All"** button. If all items are required, you must <click> "on" each one. You will then specify the date range to report on. Next, specify whether to create the report in the standard or export format. You may select a text file or Excel file on the **Output Options** screen. Totals will appear at the bottom of each item summarizing the totals by transaction type. A Grand Total will appear at the end of the report totaling all transaction types for all items.

If the Item Numbers defined have either Serial Number or Lot Number as their costing method, you may search specifically for transactions based on a specific Serial Number or Lot Number with this option and find the detailed transaction history on those specific items or lots. This is what the **"Serial/Lot Number Mask"** question is prompting for at the bottom right of the screen.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. (Item Number)

Description:

- Trans. Type (Transaction Type)
- Quantity
- U/M (Unit of Measure)
- Ref.#/Desc.(Reference Number/Description)
- Cust./Vendor/Job # (Customer/Vendor/Job #)
- Unit Cost
- Unit Price
- Total Cost
- Total Price

Totals:

Detailed Transactions Report

Infinity POWER Sample Company, Inc. — Page 1
Transaction Detail Report — (4) 04/28/2006

Item Number / Serial/Lot #	Description	Trans. Type	Quantity U/M	Ref. # / Desc. / Cust./Vendor/Job #		Unit Cost / Unit Price	Total Cost / Total Price
1060185461	Concrete Blocks	2	850.00	60111		$2.73	$2,320.50
		Receipt	EA	SUN1	01/10/2006	$0.00	$0.00
		4	400.00	Invoice		$2.73	$1,092.00
		Withdrawal	EA	ALLE1	01/31/2006	$4.51	$1,804.00
				69182			
		4	400.00	Invoice		$5.91	$2,362.75
		Withdrawal	EA	ALLE1	01/31/2006	$4.51	$1,804.00
				69206			
		4	400.00	Invoice		$2.73	$1,092.00
		Withdrawal	EA	ALLE1	01/31/2006	$4.51	$1,804.00
				69210			
		10	450.00-	Cost Code:1 C M		$2.73	$1,228.50-
		Job Trans.	EA	96-0072	02/15/2006	$0.00	$0.00
				50133			
		4	400.00	Invoice		$2.73	$1,092.00
		Withdrawal	EA	ALLE1	02/28/2006	$4.51	$1,804.00
				69224			
		4	400.00	Invoice		$2.73	$1,092.00
		Withdrawal	EA	ALLE1	03/31/2006	$4.51	$1,804.00
				69229			
		2	300.00			$6.98	$2,094.00
		Receipt	EA	SUN1	04/01/2006	$0.00	$0.00
		4	1.00	Invoice		$6.98	$6.98
		Withdrawal	EA	ALLE1	04/01/2006	$4.51	$4.51
				69187			
		4	1,000.00	Invoice		$2.73	$2,730.00
		Withdrawal	EA	SWIS1	04/30/2006	$5.01	$5,010.00
				69237			
	** Totals:	2) Receipt	1,150.00			$3.84	$4,414.50 *
			EA			$0.00	$0.00 *
		4) Withdrawal	3,001.00			$3.15	$9,467.73 *
			EA			$4.68	$14,034.51 *
		10) Job Trans.	450.00-			$2.73	$1,228.50-*
			EA			$0.00	$0.00 *

Infinity POWER Sample Company, Inc. Page 2
Transaction Detail Report (4) 04/28/2006

Item Number / Serial/Lot #	Description	Trans. Type	Quantity U/M	Ref. # / Desc. Cust./Vendor/Job #	Unit Cost Unit Price	Total Cost Total Price
	** Grand Totals:	2) Receipt	1,150.00		$3.84	$4,414.50 *
					$0.00	$0.00 *
		4) Withdrawal	3,001.00		$3.15	$9,467.73 *
					$4.68	$14,034.51 *
		10) Job Trans.	450.00-		$2.73	$1,228.50-*
					$0.00	$0.00 *

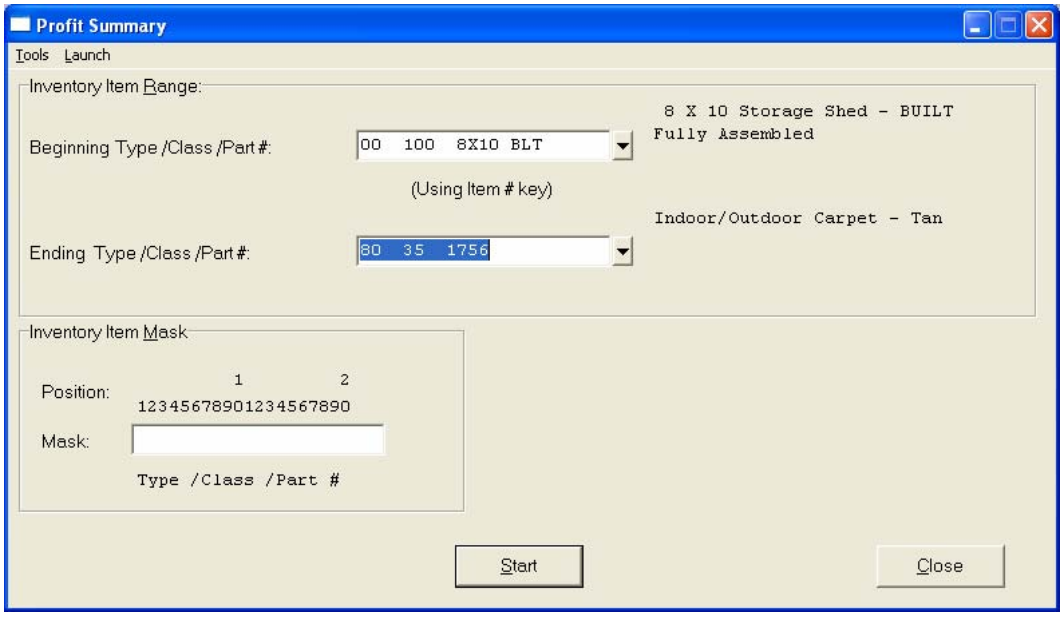
* Number of records printed: 1

Profit Summary Report (IM0203)

This report summarizes quantity sold, sales, and gross profit for each inventory item for the Current Month and Year-to-Date.

This report is designed to briefly summarize gross profitability by each item in your inventory file. This allows for quick comparisons and analysis of items. You must make sure that you have set up the Inventory Asset accounts in each inventory item to make this report truly effective.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*

Description:

- U/M *(Unit of Measure)*
- Bin Number
- Qty. Sold *(Quantity Sold)*
- Sales
- Gross Profit
- GP per Unit *(Gross Profit per Unit)*
- GP % *(Gross Profit Percentage)*

- Grand Totals:

Profit Summary Report

Infinity POWER Sample Company, Inc. — Page 1
Profit Summary — (4) 04/28/2006

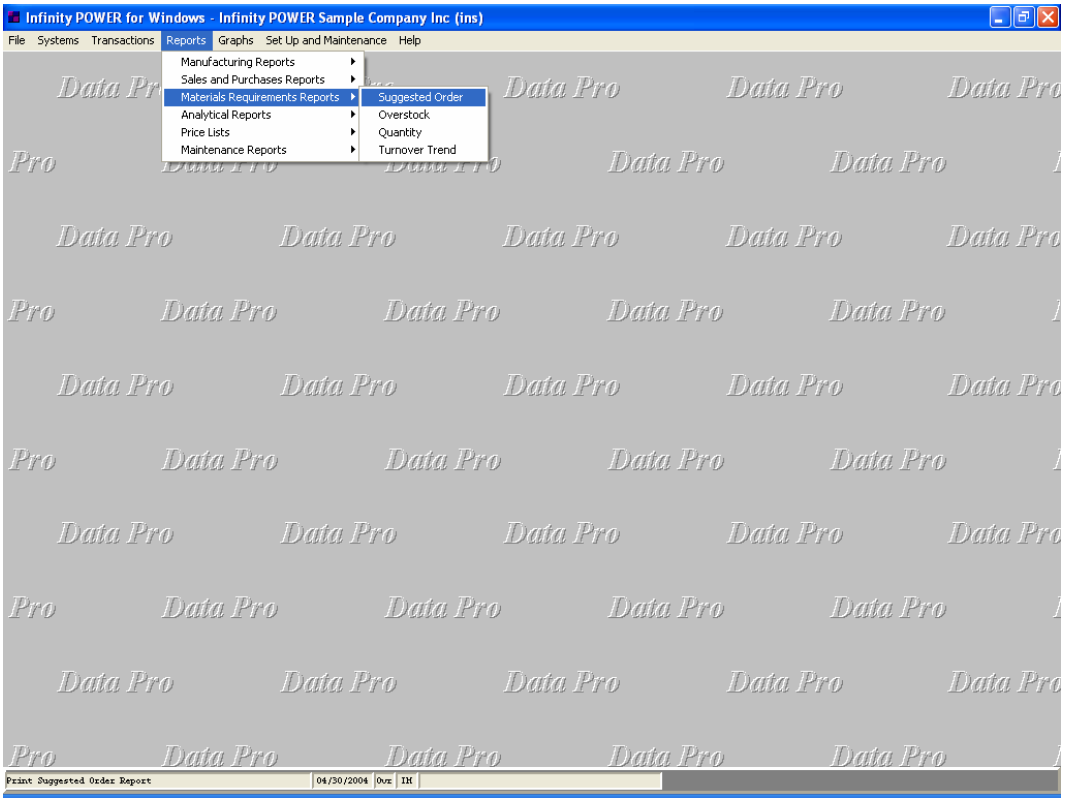
Item Number / U/M	Bin Number	Description		Qty Sold	Sales	Gross Profit	GP per Unit	GP %
201513311		Roofing Tar	Cur:	75.00	$4,657.50	$2,126.25	$28.35	45.65
Gal	252		YTD:	75.00	$4,657.50	$2,126.25	$28.35	45.65
201646141		Roofing Nails	Cur:	200.00	$3,796.00	$2,550.00	$12.75	67.18
Bag	257		YTD:	200.00	$3,796.00	$2,550.00	$12.75	67.18
305011677		10' - 2" X 4" Boards	Cur:	0.00	$0.00	$0.00	$0.00	0.00
EA	272		YTD:	102.00	$733.38	$315.18	$3.09	42.98
305011688		12' - 2" X 4" Boards	Cur:	15.00	$139.17	$82.92	$5.53	59.58
EA	277		YTD:	616.00	$5,751.58	$3,441.58	$5.59	59.84
305022511		4' X 8' - Sheet Plywood	Cur:	100.00	$1,323.00	$474.00	$4.74	35.83
EA	282		YTD:	200.00	$2,646.00	$922.00	$4.61	34.85
40770611		100' - Heavy Gauge Copper Wire	Cur:	1.00	$111.32	$56.32	$56.32	50.59
Feet	287		YTD:	1.00	$111.32	$56.32	$56.32	50.59
40770614		50' - Heavy Gauge Copper Wire	Cur:	1.00	$79.69	$78.90	$78.90	99.01
Feet	288		YTD:	1.00	$79.69	$78.90	$78.90	99.01
408016134		Electrical Outlet Box	Cur:	1.00	$146.43	$74.52	$74.52	50.89
EA	289		YTD:	401.00	$58,718.43	$42,811.80	$106.76	72.91
50221165		Lightweight Sawblades	Cur:	1.00	$9.78	$4.47	$4.47	45.71
EA	290		YTD:	51.00	$498.78	$227.97	$4.47	45.71
		Grand Totals:	Cur:	394.00	$10,262.89	$5,447.38	$13.83	53.08
			YTD:	1,647.00	$76,992.68	$52,530.00	$31.89	68.23

* Number of records printed: 9

MATERIAL REQUIREMENTS REPORTS

Four reports are available by selecting the Material Requirements Reports menu option:

1) **Suggested Order Report**
2) **Overstock Report**
3) **Quantity Report**
4) **Turnover Trend Report**



Calculations performed by the system to produce information for key fields in these reports are:

Available (Available to Ship)	***Quantity On-Hand*** plus ***Quantity On-Order*** minus ***Quantity Reserved to Ship***
Suggested Order	***Minimum Quantity to Stock*** minus ***Quantity Available to Ship*** plus ***Minimum Amount to Order*** less than ***Maximum Quantity to Stock***
YTD Total Average	***Quantity Sold (Year-to-Date)*** divided by ***Quantity On-Hand***
Quantity Overstocked	***Quantity On-Hand*** plus ***Quantity On-Order*** greater than ***Maximum Quantity to Stock***

Each report will be discussed on the following pages.

Suggested Order Report (IM0204)

This report recommends a purchase amount for each item based on the following:

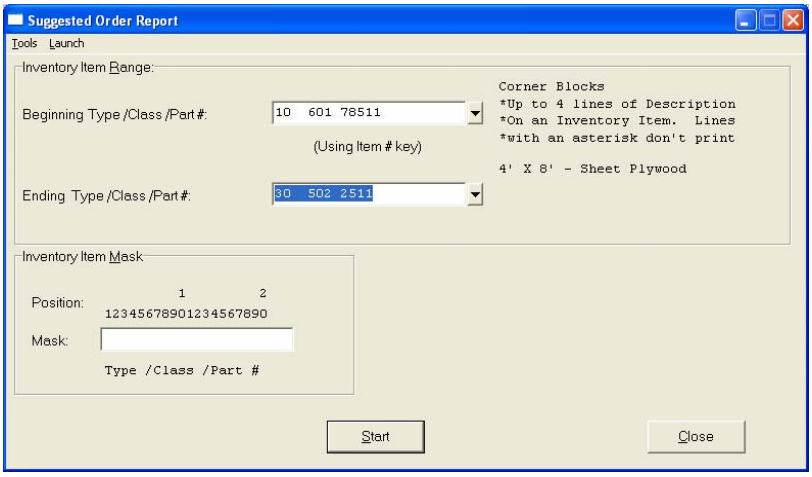
+ Minimum Qty. to Stock
- Quantity Available to Ship
= Suggested Order Qty.*

* The Suggested Order amount also reflects the "Minimum and Maximum Quantity to Order."

This report allows you to consistently order needed inventory items without management decisions being necessary on a ***"per-order"*** basis. Physical inventory counts will not be required to determine what items are necessary to be ordered at any point in time, while taking into account any quantities already on order to avoid duplication of orders.

Once the min/max quantities and the minimum order parameters have been established, using this report will allow anyone in your company to follow those parameters. The ***"Quantity to Order"*** field is left blank to be used as a worksheet for what is actually to be ordered at the time.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*

Description:

- U/M *(Unit of Measure)*
- Bin Number
- On-Hand *(Quantity On-Hand)*
- On Order *(Quantity On-Order)*
- Reserved *(Quantity Reserved to Ship)*
- Min. Stock *(Minimum Quantity to Stock)*
- Max. Stock *(Maximum Quantity to Stock)*
- Min. Order *(Minimum Quantity to Order)*
- Suggested Order
- Quantity to Order
- Primary Vendor Number
- Primary Vendor's Part Number
- Secondary Vendor Number
- Secondary Vendor's Part Number
- Available *(Quantity Available to Ship)*

- Grand Total:

Suggested Order Report

Infinity POWER Sample Company, Inc. — Page 1
Suggested Order Report — (4) 04/28/2006

Item Number / U/M / Bin Number / Vendor #	Description / Vendor Part #	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order	Suggested Order	Quantity to Order
1060185461	Concrete Blocks	400.00	0.00	500.00	250.00	250.00	[ ]
EA 112		0.00	400.00	3,500.00			[ ]
SUN1	421435-2						
SCO1	621003						
11APOLE	Electric Box Pole	0.00	0.00	5.00	5.00	5.00	[ ]
EA 242		0.00	0.00	25.00			[ ]
TAM1							
SCO1	*						
201513311	Roofing Tar	6.00	0.00	200.00	10.00	131.00	[ ]
Gal 252		63.00	69.00	550.00			[ ]
BOW1	12776-2						
SCO1	36-5511						
305011677	10' - 2"×4" Boards	0.00	352.00	150.00	10.00	22.00	[ ]
EA 272		480.00	128.00	450.00			[ ]
FLO1	849511						
SCO1	36994						
305011688	12' - 2"×4" Boards	0.00	0.00	100.00	10.00	40.00	[ ]
EA 277		60.00	60.00	325.00			[ ]
FLO1	651124						
SCO1	16811						
40770614	50' - Heavy Gauge Copper Wire	45.00	100.00	150.00	50.00	205.00	[ ]
Feet 288		0.00	55.00-	300.00			[ ]
TAM1	515347						
UNI1							
80351756	Indoor/Outdoor Carpet - Tan	0.00	0.00	45.00	90.00	90.00	[ ]
Sqyd 330		0.00	0.00	900.00			[ ]

Grand Total: 743.00

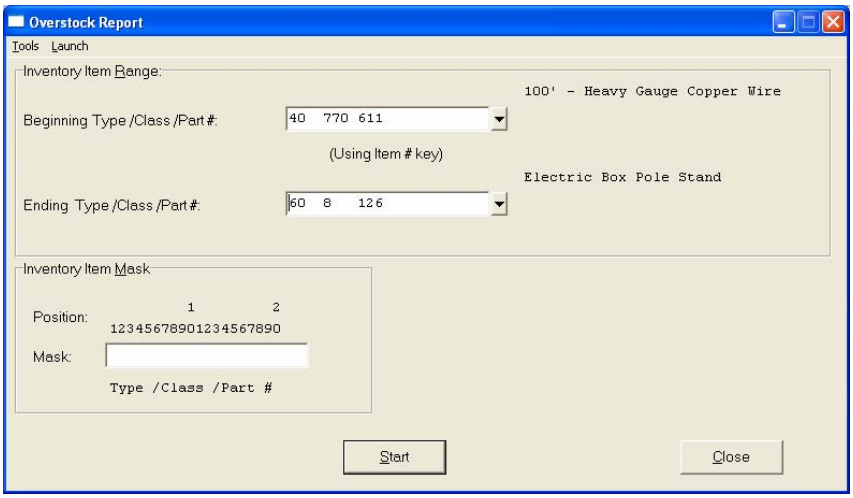
* Number of records printed: 7

Overstock Report (IM0205)

This report includes all inventory items that have a quantity on-hand and quantity on-order greater than the maximum quantity to stock.

This report can be used to flag inventory items which exceed the maximum quantity to stock level. Errors in ordering, invoicing, or stock withdrawals may be detected through the use of this report. You may also want to use this report to verify overages you have planned for in the anticipation of unusually high sales periods for an item.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*

Description:

- U/M *(Unit of Measure)*
- Bin Number
- On-Hand *(Quantity On-Hand)*
- On-Order *(Quantity On-Order)*
- Reserved *(Quantity Reserved to Ship)*
- Available *(Quantity Available to Ship)*
- Min. Stock *(Minimum Quantity to Stock)*
- Max. Stock *(Maximum Quantity to Stock)*
- Min. Order *(Minimum Quantity to Order)*
- Quantity Overstocked
- Grand Total:

Overstock Report

Infinity POWER Sample Company, Inc.
Overstock Report

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(4) 04/28/2006

Item Number / U/M	Bin Number	Description	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order	Quantity Overstocked
1060216522		Cement - 100 lb. Bag	1,336.00	9.00	250.00	18.00	827.00
Bag	117		0.00	1,327.00	500.00		
201502241		Roofing Tar Paper	1,721.00	6.00	65.00	12.00	1,715.00
Roll	247		150.00	1,865.00	150.00		
		*Order by the dozen rolls.					
201646141		Roofing Nails	938.50	0.00	25.00	5.00	956.50
Bag	257		83.00	1,021.50	65.00		
305011670		8' - 2" X 4" Boards	0.00	108.00	150.00	25.00	102.00
EA	267		660.00	552.00	450.00		
305022511		4' X 8' - Sheet Plywood	1,216.00	0.00	40.00	20.00	1,289.00
EA	282		353.00	1,569.00	280.00		
40770611		100' - Heavy Gauge Copper Wire	1,026.00	0.00	400.00	100.00	226.00
Feet	287		0.00	1,026.00	800.00		
408016134		Electrical Outlet Box	300.00	0.00	2.00	1.00	842.00
EA	289		550.00	850.00	8.00		
50221165		Lightweight Sawblades	1,187.00	0.00	12.00	12.00	1,213.00
EA	290		50.00	1,237.00	24.00		
606107		2" Wire Clamp	911.00	0.00	10.00	15.00	1,761.00
EA	295		1,000.00	1,911.00	150.00		
607131		Electric Box - Fuses	536.00	0.00	25.00	25.00	336.00
EA	300		0.00	536.00	200.00		
608112		Meter (Glass Case)	536.00	0.00	2.00	4.00	1,021.00
EA	305		500.00	1,036.00	15.00		
608126		Electric Box Pole Stand	310.00	100.00	2.00	1.00	701.00
EA	310		500.00	710.00	9.00		
					Grand Total:		10,989.50

* Number of records printed: 12

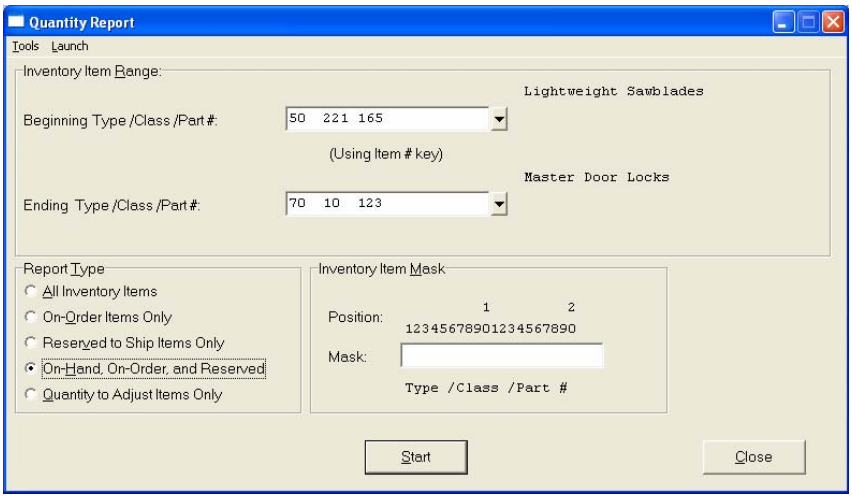
Quantity Report (IM0206)

This report displays quantities for Year-to-Date and Month-To-Date sales and purchases, On-Hand, Reserved to Ship, Available to Ship, as well as Minimum and Maximum stock quantities. It is also used to print reports that list quantities On Order, Reserved to Ship, and to Adjust.

This report is an overall status type report that will allow you to quickly view key fields for management decisions. After selecting the range of items, the ***"Sort By"*** key, and the item mask; the system will display a screen that asks the following questions:

"Select the type of Quantity Report you wish to Print."

1) **All Inventory Items**
2) **On-Order Items Only**
3) **Reserved to Ship Items Only**
4) **On-Hand, On-Order, and Reserved**
5) **Quantity to Adjust Items Only**



All versions of this report print the same fields and in the same format. The selection criteria used to determine which items should be included is the only difference among the different versions of the report.

All Inventory Items	Selecting this option will print the Quantity Report inclusive of all items that you have specified in your range.
On-Order Items Only	Selecting this option will print the Quantity Report, but with only those items included that have a Quantity On-Order amount.
Reserved to Ship Items Only	Selecting this option will print the Quantity Report, but with only those items included that have Quantity Reserved to Ship amount.
On Hand, On-Order, and Reserved	Selecting this option will print the Quantity Report, but with only those items included that have either a Quantity On-Hand, Quantity On-Order, or Quantity Reserved to Ship amount. Only one of the three items is necessary to be included in this report.
Quantity to Adjust Items Only	Selecting this option will print the Quantity Report, but with only those items included that have a Quantity to Adjust amount. This allows you to get a report of only those items that need to have adjustments made. The **"Adj."** column on any of these reports will contain an **"x"** if there is a negative amount in the *"Adjust Qty"* column. The number in this column reflects the shrinkage quantity calculated for that item.

Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*

Description:

- U/M *(Unit of Measure)*
- Bin Number
- On-Hand *(Quantity On-Hand)*
- On-Order *(Quantity On-Order)*
- Reserved *(Quantity Reserved to Ship)*
- Available *(Quantity Available to Ship)*
- Min. Stock *(Minimum Quantity to Stock)*
- Max. Stock *(Maximum Quantity to Stock)*
- Min. Order *(Minimum Quantity to Order)*
- Adjust Qty *(Adjustment Quantity)*
- Cur. Pur. *(Current Purchases)*
- YTD Pur. *(Year to Date Purchases)*
- Cur. Sales *(Current Sales)*
- YTD Sales *(Year to Date Sales)*
- Adj *(Adjustments Required)*

- Grand Totals:

Quantity Report

Infinity POWER Sample Company, Inc.
Quantity Report

Page 1
(4) 04/28/2006

Item Number / U/M	Bin Number	Description	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order / Adjust Qty	Cur. Pur. / YTD Pur.	Cur. Sales / YTD Sales	Adj
1060185461		Concrete Blocks	400.00	0.00	500.00	250.00	300.00	1,001.00	
EA	112		0.00	400.00	3,500.00	0.00	1,150.00	3,001.00	
1060216522		Cement - 100 lb. Bag	1,336.00	9.00	250.00	18.00	600.00	0.00	
Bag	117		0.00	1,327.00	500.00	0.00	728.00	0.00	
11APOLE		Electric Box Pole	0.00	0.00	5.00	5.00	500.00	20.00	X
EA	242		0.00	0.00	25.00	50.00-	500.00	170.00	
201502241		Roofing Tar Paper	1,721.00	6.00	65.00	12.00	0.00	0.00	
Roll	247		150.00	1,865.00	150.00	0.00	0.00	44.00	
		*Order by the dozen rolls.							
201513311		Roofing Tar	6.00	0.00	200.00	10.00	0.00	75.00	
Gal	252		63.00	69.00	550.00	0.00	0.00	75.00	
201646141		Roofing Nails	938.50	0.00	25.00	5.00	0.00	200.00	
Bag	257		83.00	1,021.50	65.00	0.00	1,000.00	200.00	
301402200		Roofing Shingles	0.00	200.00	65.00	12.00	0.00	0.00	X
Box	262		336.00	136.00	150.00	48.00-	0.00	0.00	
305011670		8' - 2" X 4" Boards	0.00	108.00	150.00	25.00	0.00	0.00	X
EA	267		660.00	552.00	450.00	1,443.00-	0.00	0.00	
305011677		10' - 2" X 4" Boards	0.00	352.00	150.00	10.00	0.00	0.00	X
EA	272		480.00	128.00	450.00	652.00-	0.00	102.00	
305011688		12' - 2" X 4" Boards	0.00	0.00	100.00	10.00	0.00	15.00	
EA	277		60.00	60.00	325.00	0.00	0.00	616.00	
305022511		4' X 8' - Sheet Plywood	1,216.00	0.00	40.00	20.00	0.00	100.00	
EA	282		353.00	1,569.00	280.00	0.00	2,500.00	200.00	
40770611		100' - Heavy Gauge Copper Wire	1,026.00	0.00	400.00	100.00	0.00	1.00	
Feet	287		0.00	1,026.00	800.00	0.00	1,000.00	1.00	
40770614		50' - Heavy Gauge Copper Wire	45.00	100.00	150.00	50.00	0.00	1.00	
Feet	288		0.00	55.00-	300.00	0.00	0.00	1.00	
408016134		Electrical Outlet Box	300.00	0.00	2.00	1.00	0.00	1.00	X
EA	289		550.00	850.00	8.00	181.00-	500.00	401.00	
50221165		Lightweight Sawblades	1,187.00	0.00	12.00	12.00	0.00	1.00	
EA	290		50.00	1,237.00	24.00	0.00	1,050.00	51.00	
606107		2" Wire Clamp	911.00	0.00	10.00	15.00	0.00	1.00	
EA	295		1,000.00	1,911.00	150.00	0.00	1,000.00	201.00	
607131		Electric Box - Fuses	536.00	0.00	25.00	25.00	0.00	1.00	
EA	300		0.00	536.00	200.00	0.00	350.00	201.00	

Infinity POWER Sample Company, Inc. — Page 2
Quantity Report — (4) 04/28/2006

Item Number / U/M	Bin Number	Description	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order / Adjust Qty	Cur. Pur. / YTD Pur.	Cur. Sales / YTD Sales	Adj
608112		Meter (Glass Case)	536.00	0.00	2.00	4.00	0.00	1.00	
EA	305		500.00	1,036.00	15.00	0.00	500.00	1.00	
608126		Electric Box Pole Stand	310.00	100.00	2.00	1.00	0.00	0.00	
EA	310		500.00	710.00	9.00	0.00	500.00	230.00	
7010123		Master Door Locks	20.00	0.00	5.00	5.00	0.00	1.00	
EA	315		0.00	20.00	50.00	0.00	0.00	1.00	
7020224		Windows	12.00	0.00	5.00	5.00	0.00	0.00	
EA	320	Custom sized for sheds Doubled paned	0.00	12.00	50.00	0.00	0.00	0.00	
8010100		Green Paint - Standard Order	68.00	0.00	10.00	100.00	0.00	0.00	
Gal	325	- 100 gal lots -	0.00	68.00	500.00	0.00	0.00	0.00	
80351756		Indoor/Outdoor Carpet - Tan	0.00	0.00	45.00	90.00	0.00	0.00	
Sqyd	330		0.00	0.00	900.00	0.00	0.00	0.00	
		Grand Totals:	10,568.50	875.00	2,218.00	785.00	1,400.00	1,419.00	
			4,785.00	14,478.50	9,451.00	2,374.00-	10,778.00	5,496.00	

* Number of records printed: 23

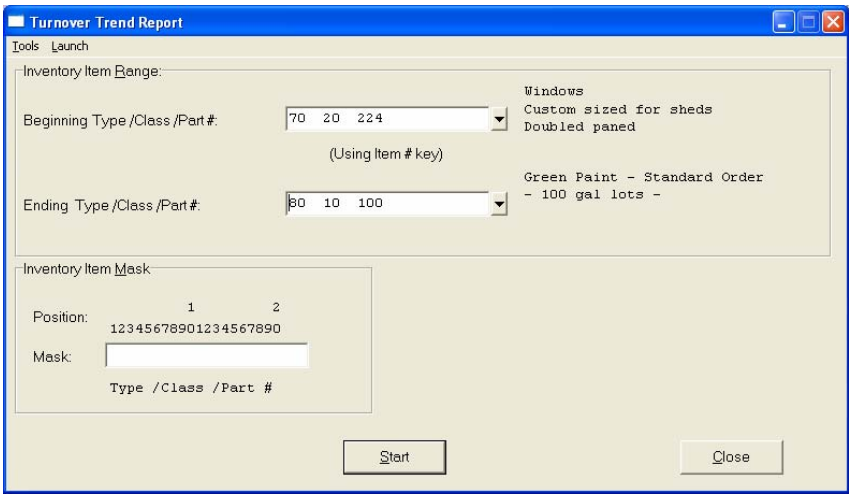
Turnover Trend Report (IM0221)

This report displays stock turnover for inventory for each month and Year-to-Date based on the following formula:

Quantity Sold for each month
/ Current Quantity On-Hand
= Turnover Times for each period

This report can provide valuable information to management for monitoring inventory movement. By utilizing this report on a monthly basis, you will have the information necessary to make sound inventory stock investment decisions. This report can also be an excellent management tool for balancing materials between multiple locations.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The **"Average"** column on the report is calculated by taking:

Total Sales (Year-to-Date) divided by ***Current On-Hand Quantity*** divided by ***Number of Months (Year-to-Date)***.

Please note that although the report will print a column for twelve months, all calculations are based on a starting point as your fiscal year and an ending as of the current system date. This gives you the ability to print various periods of Turnover Trends by simply changing the system date.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- On-Hand *(Quantity On-Hand)*
- XX/XX *(Month/Year)*
- YTD Total *(Year to Date Total)*
- Unit of Measure
- Bin Number
- Average
- Grand Totals:

Turnover Trend Report

Infinity POWER Sample Company, Inc. — Page 1
Turnover Trend Report — (4) 04/28/2006

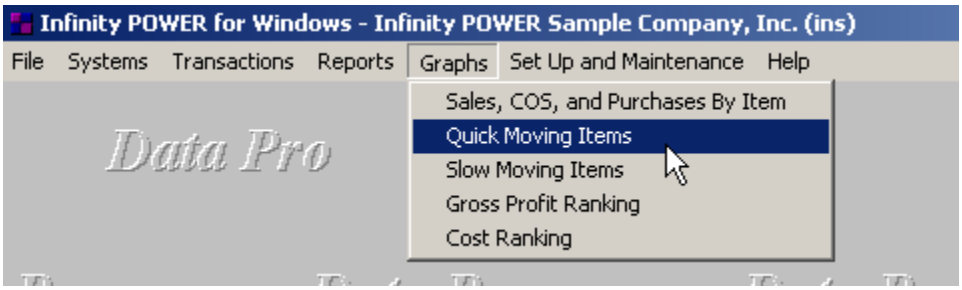
Item Number / U/M / Bin Number	Description	On-Hand	01/2006 / 07/2006	02/2006 / 08/2006	03/2006 / 09/2006	04/2006 / 10/2006	05/2006 / 11/2006	06/2006 / 12/2006	YTD Total / Average
1060185461	Concrete Blocks	400.00	3.000	1.000	1.000	2.502	0.000	0.000	7.503
EA 112			0.000	0.000	0.000	0.000	0.000	0.000	1.876
1060216522	Cement - 100 lb. Bag	1,336.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Bag 117			0.000	0.000	0.000	0.000	0.000	0.000	0.000
11APOLE	Electric Box Pole	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
EA 242			0.000	0.000	0.000	0.000	0.000	0.000	0.000
201502241	Roofing Tar Paper	1,721.00	0.000	0.013	0.013	0.000	0.000	0.000	0.026
Roll 247			0.000	0.000	0.000	0.000	0.000	0.000	0.006
	*Order by the dozen rolls.								
201513311	Roofing Tar	6.00	0.000	0.000	0.000	12.500	0.000	0.000	12.500
Gal 252			0.000	0.000	0.000	0.000	0.000	0.000	3.125
201646141	Roofing Nails	938.50	0.000	0.000	0.000	0.213	0.000	0.000	0.213
Bag 257			0.000	0.000	0.000	0.000	0.000	0.000	0.053
301402200	Roofing Shingles	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Box 262			0.000	0.000	0.000	0.000	0.000	0.000	0.000
305011670	8' - 2" X 4" Boards	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
EA 267			0.000	0.000	0.000	0.000	0.000	0.000	0.000
305011677	10' - 2" X 4" Boards	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
EA 272			0.000	0.000	0.000	0.000	0.000	0.000	0.000
305011688	12' - 2" X 4" Boards	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000
EA 277			0.000	0.000	0.000	0.000	0.000	0.000	0.000
305022511	4' X 8' - Sheet Plywood	1,216.00	0.000	0.041	0.041	0.082	0.000	0.000	0.164
EA 282			0.000	0.000	0.000	0.000	0.000	0.000	0.041
40770611	100' - Heavy Gauge Copper Wire	1,026.00	0.000	0.000	0.000	0.001	0.000	0.000	0.001
Feet 287			0.000	0.000	0.000	0.000	0.000	0.000	0.000
40770614	50' - Heavy Gauge Copper Wire	45.00	0.000	0.000	0.000	0.022	0.000	0.000	0.022
Feet 288			0.000	0.000	0.000	0.000	0.000	0.000	0.006
408016134	Electrical Outlet Box	300.00	0.667	0.000	0.667	0.003	0.000	0.000	1.337
EA 289			0.000	0.000	0.000	0.000	0.000	0.000	0.334
50221165	Lightweight Sawblades	1,187.00	0.000	0.000	0.042	0.001	0.000	0.000	0.043
EA 290			0.000	0.000	0.000	0.000	0.000	0.000	0.011
	Grand Totals:	8,175.50	0.190	0.094	0.137	0.173	0.000	0.000	0.595
			0.000	0.000	0.000	0.000	0.000	0.000	0.149

* Number of records printed: 15

ANALYTICAL REPORTS

Six reports are available by selecting the Analytical Reports menu option:

1) **Quick Moving Items**
2) **Slow Moving Items**
3) **Inventory Shrinkage**
4) **Ranking by Gross Profit**
5) **Ranking by Cost**
6) **Inventory Value Summary**



Calculations performed by the system to produce this information for key fields in these reports are:

Gross Profit	***Sales*** minus ***Cost of Sales***
GP per Unit	***Gross Profit*** divided by ***Quantity Sold*** **GP %** ***Gross Profit*** divided by ***Total Sales (x) 100***
Available	***Quantity On-Hand*** plus ***Quantity On-Order*** minus ***Quantity Reserved to Ship***
Shrinkage Quantity	***Quantity On-Hand*** minus ***Last Count***
Shrinkage Value	***Shrinkage Quantity*** *(x)* ***Item Cost***

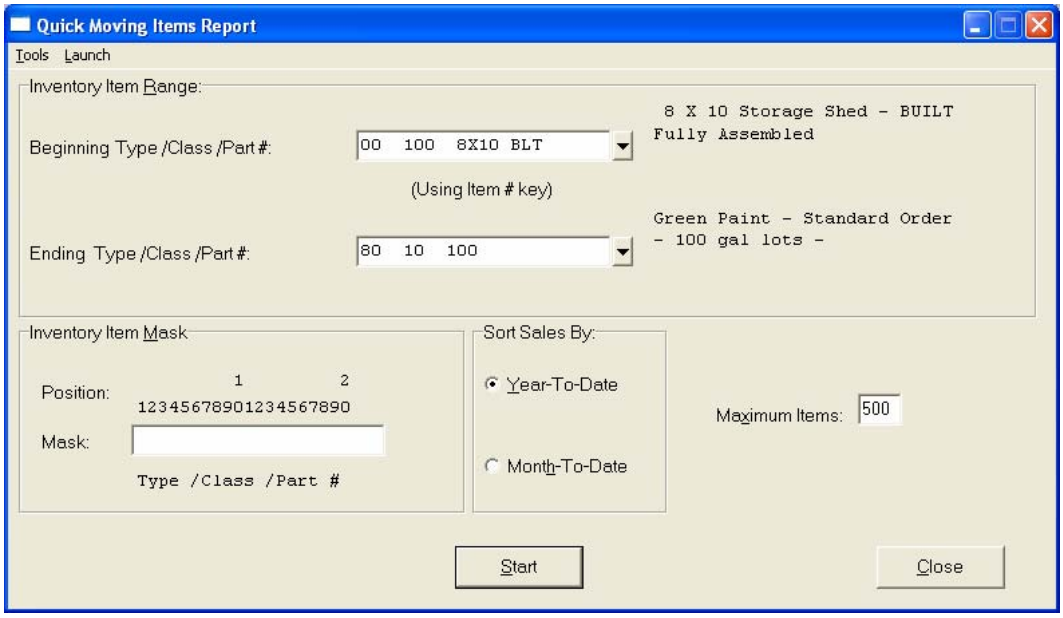
This cost is calculated by using the cost method set up in the Master Configuration and is treated as a standard withdrawal. Each Report will be discussed on the following pages.

Quick Moving Items ((IM0207)

This report ranks and displays the quickest selling inventory items ***(based on quantity sold Month-To-Date or Year-to-Date)***. This report will be sorted in descending order ***(quickest to slowest)***. It will include the number of items you specify within the range you specify.

This report is designed to allow management to evaluate the fastest selling items specified by the range of items entered. This report is based on quantity of items sold and not the value of the items sold.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask.



Two additional questions will appear as you select this option.

1) **Maximum Number of items to include:**
2) **Sort on MTD instead of YTD Sales:**

You may rank up to **500** items at a time per report and print the report based on **Month-To-Date** sales instead of **Year-to-Date**. The **"#"** column on this report is the **Ranking Number**. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin Number
- On-Hand *(Quantity On-Hand)*
- On-Order *(Quantity On-Order)*
- Reserved *(Quantity Reserved to Ship)*
- Available *(Quantity Available to Ship)*
- Min. Stock *(Minimum Quantity to Stock)*
- Max. Stock *(Maximum Quantity to Stock)*
- Min. Order *(Minimum Quantity to Order)*
- Adjust Qty *(Adjustment Quantity)*
- Cur. Pur. *(Current Purchases)*
- YTD Pur. *(Year to Date Purchases)*
- Cur. Sales *(Current Sales)*
- YTD Sales *(Year to Date Sales)*
- # *(Ranking Number)*
- Grand Totals:

Quick Moving Items Report

Infinity POWER Sample Company, Inc. — Page 1
Quick Moving Items Report — (4) 04/28/2006
(Based on YTD Sales)

Item Number / U/M / Bin Number	Description	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order / Adjust Qty	Cur. Pur. / YTD Pur.	Cur. Sales / YTD Sales	#
1060185461	Concrete Blocks	400.00	0.00	500.00	250.00	300.00	1,001.00	1
EA 112		0.00	400.00	3,500.00	0.00	1,150.00	3,001.00	
305011688	12' - 2" X 4" Boards	0.00	0.00	100.00	10.00	0.00	15.00	2
EA 277		60.00	60.00	325.00	0.00	0.00	616.00	
408016134	Electrical Outlet Box	300.00	0.00	2.00	1.00	0.00	1.00	3
EA 289		550.00	850.00	8.00	181.00-	500.00	401.00	
201646141	Roofing Nails	938.50	0.00	25.00	5.00	0.00	200.00	4
Bag 257		83.00	1,021.50	65.00	0.00	1,000.00	200.00	
305022511	4' X 8' - Sheet Plywood	1,216.00	0.00	40.00	20.00	0.00	100.00	5
EA 282		353.00	1,569.00	280.00	0.00	2,500.00	200.00	
11APOLE	Electric Box Pole	0.00	0.00	5.00	5.00	500.00	20.00	6
EA 242		0.00	0.00	25.00	50.00-	500.00	170.00	
305011677	10' - 2" X 4" Boards	0.00	352.00	150.00	10.00	0.00	0.00	7
EA 272		480.00	128.00	450.00	652.00-	0.00	102.00	
201513311	Roofing Tar	6.00	0.00	200.00	10.00	0.00	75.00	8
Gal 252		63.00	69.00	550.00	0.00	0.00	75.00	
50221165	Lightweight Sawblades	1,187.00	0.00	12.00	12.00	0.00	1.00	9
EA 290		50.00	1,237.00	24.00	0.00	1,050.00	51.00	
201502241	Roofing Tar Paper	1,721.00	6.00	65.00	12.00	0.00	0.00	10
Roll 247		150.00	1,865.00	150.00	0.00	0.00	44.00	
	*Order by the dozen rolls.							
40770611	100' - Heavy Gauge Copper Wire	1,026.00	0.00	400.00	100.00	0.00	1.00	11
Feet 287		0.00	1,026.00	800.00	0.00	1,000.00	1.00	
40770614	50' - Heavy Gauge Copper Wire	45.00	100.00	150.00	50.00	0.00	1.00	12
Feet 288		0.00	55.00-	300.00	0.00	0.00	1.00	
1060216522	Cement - 100 lb. Bag	1,336.00	9.00	250.00	18.00	600.00	0.00	13
Bag 117		0.00	1,327.00	500.00	0.00	728.00	0.00	
301402200	Roofing Shingles	0.00	200.00	65.00	12.00	0.00	0.00	14
Box 262		336.00	136.00	150.00	48.00-	0.00	0.00	
305011670	8' - 2" X 4" Boards	0.00	108.00	150.00	25.00	0.00	0.00	15
EA 267		660.00	552.00	450.00	1,443.00-	0.00	0.00	
	Grand Totals:	8,175.50	775.00	2,114.00	540.00	1,400.00	1,415.00	
		2,785.00	10,185.50	7,577.00	2,374.00-	8,428.00	4,862.00	

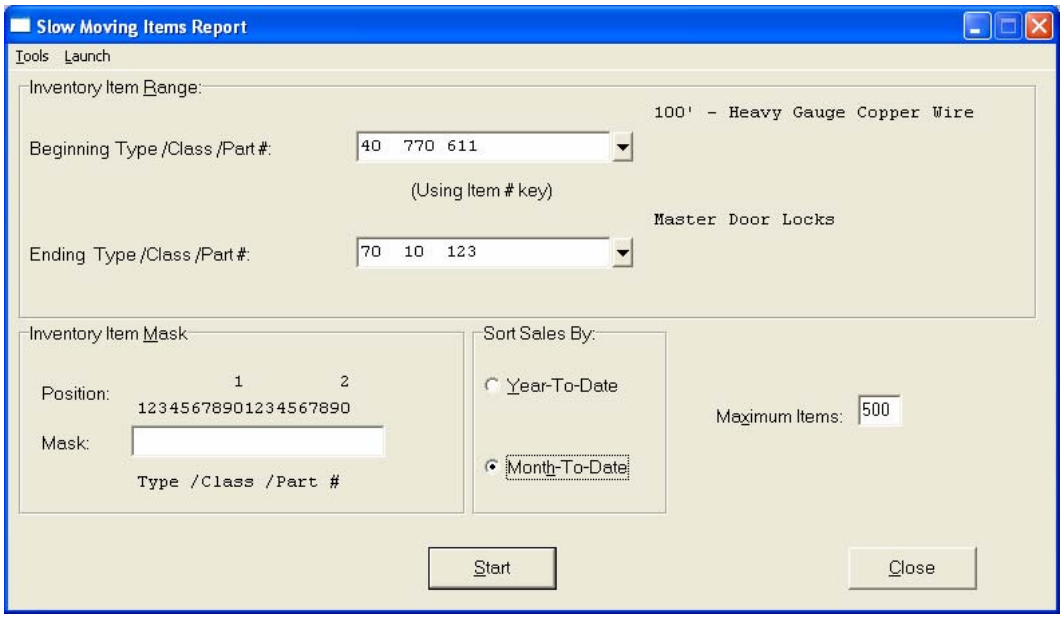
* Number of records printed: 15

Slow Moving Items (IM0208)

This report ranks and displays the slowest selling inventory items *(based on quantity sold Month-To-Date or Year-to-Date)*. This report will be sorted in descending order *(slowest to quickest)*. It will include the number of items you specify within the range you specify.

This report is designed to allow management to evaluate the slowest selling items specified by the range of items entered. This report is based on quantity of items sold and not the value of the items sold.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask.



Two additional questions will appear as you select this option.

1) **Maximum Number of items to include:**

2) **Sort on MTD instead of YTD Sales:**

You may rank up to **500** items at a time per report and you may print the report based on **Month-To-Date** sales instead of **Year-to-Date**. The "#" column on this report is the **Ranking Number**. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. (Item Number)
- Description
- U/M (Unit of Measure)
- Bin Number
- On-Hand (Quantity On-Hand)
- On-Order (Quantity On-Order)
- Reserved (Quantity Reserved to Ship)
- Available (Quantity Available to Ship)
- Min. Stock (Minimum Quantity to Stock)
- Max. Stock (Maximum Quantity to Stock)
- Min. Order (Minimum Quantity to Order)
- Adjust Qty (Adjustment Quantity)
- Cur. Pur. (Current Purchases)
- YTD Pur. (Year to Date Purchases)
- Cur. Sales (Current Sales)
- YTD Sales (Year to Date Sales)
- # (Ranking Number)
- Grand Totals:

Slow Moving Items Report

Infinity POWER Sample Company, Inc. — Page 1
Slow Moving Items Report — (4) 04/28/2006
(Based on YTD Sales)

Item Number / U/M / Bin Number	Description	On-Hand / On-Order	Reserved / Available	Min. Stock / Max. Stock	Min. Order / Adjust Qty	Cur. Pur. / YTD Pur.	Cur. Sales / YTD Sales	#
1060216522	Cement - 100 lb. Bag	1,336.00	9.00	250.00	18.00	600.00	0.00	1
Bag 117		0.00	1,327.00	500.00	0.00	728.00	0.00	
301402200	Roofing Shingles	0.00	200.00	65.00	12.00	0.00	0.00	2
Box 262		336.00	136.00	150.00	48.00-	0.00	0.00	
305011670	8' - 2" X 4" Boards	0.00	108.00	150.00	25.00	0.00	0.00	3
EA 267		660.00	552.00	450.00	1,443.00-	0.00	0.00	
40770611	100' - Heavy Gauge Copper Wire	1,026.00	0.00	400.00	100.00	0.00	1.00	4
Feet 287		0.00	1,026.00	800.00	0.00	1,000.00	1.00	
40770614	50' - Heavy Gauge Copper Wire	45.00	100.00	150.00	50.00	0.00	1.00	5
Feet 288		0.00	55.00-	300.00	0.00	0.00	1.00	
201502241	Roofing Tar Paper	1,721.00	6.00	65.00	12.00	0.00	0.00	6
Roll 247		150.00	1,865.00	150.00	0.00	0.00	44.00	
	*Order by the dozen rolls.							
50221165	Lightweight Sawblades	1,187.00	0.00	12.00	12.00	0.00	1.00	7
EA 290		50.00	1,237.00	24.00	0.00	1,050.00	51.00	
201513311	Roofing Tar	6.00	0.00	200.00	10.00	0.00	75.00	8
Gal 252		63.00	69.00	550.00	0.00	0.00	75.00	
305011677	10' - 2" X 4" Boards	0.00	352.00	150.00	10.00	0.00	0.00	9
EA 272		480.00	128.00	450.00	652.00-	0.00	102.00	
11APOLE	Electric Box Pole	0.00	0.00	5.00	5.00	500.00	20.00	10
EA 242		0.00	0.00	25.00	50.00-	500.00	170.00	
201646141	Roofing Nails	938.50	0.00	25.00	5.00	0.00	200.00	11
Bag 257		83.00	1,021.50	65.00	0.00	1,000.00	200.00	
305022511	4' X 8' - Sheet Plywood	1,216.00	0.00	40.00	20.00	0.00	100.00	12
EA 282		353.00	1,569.00	280.00	0.00	2,500.00	200.00	
408016134	Electrical Outlet Box	300.00	0.00	2.00	1.00	0.00	1.00	13
EA 289		550.00	850.00	8.00	181.00-	500.00	401.00	
305011688	12' - 2" X 4" Boards	0.00	0.00	100.00	10.00	0.00	15.00	14
EA 277		60.00	60.00	325.00	0.00	0.00	616.00	
1060185461	Concrete Blocks	400.00	0.00	500.00	250.00	300.00	1,001.00	15
EA 112		0.00	400.00	3,500.00	0.00	1,150.00	3,001.00	
	Grand Totals:	8,175.50	775.00	2,114.00	540.00	1,400.00	1,415.00	
		2,785.00	10,185.50	7,577.00	2,374.00-	8,428.00	4,862.00	

* Number of records printed: 15

Inventory Shrinkage Report (IM0209)

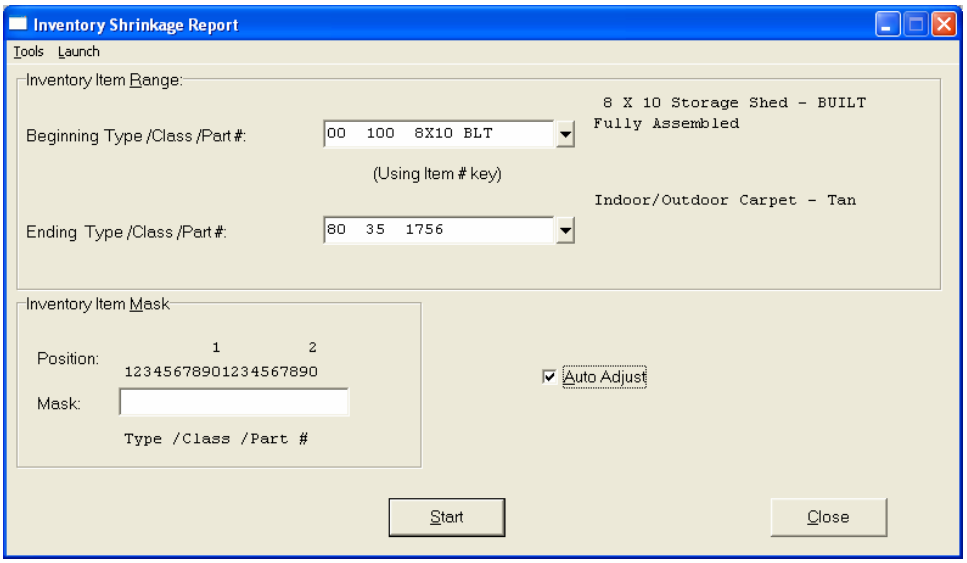
This report displays the total inventory shrinkage in dollars and quantity based on a comparison of the on-hand book quantity to physical quantity entered through the ***"Enter New Physical Quantities"*** option. A summary by General Ledger account number will also be printed.

This report is valuable in evaluating the quantity and dollar value of inventory shrinkage after a physical count. If there is an **"x"** in the **"Adj."** column, it means that your physical count showed more inventory than your book did. The Inventory Shrinkage General Ledger Summary gives you an itemized listing of shrinkage dollars by General Ledger account number on a second page.

If you are interactive with **General Ledger** module, a batch file containing this information will exist for you to update to your General Ledger system. Even if you do not have the General Ledger program, you will still be able to print this report.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. You may also check off the **"Auto Adjust"** box. When you ***"Print Inventory Shrinkage Report"*** or ***"Update Book Value After Count,"*** the system will prompt you to make automatic adjustments based on the item's last cost. If you answer **(Y)**es, the system will determine the last cost of the item based on the costing method defined on the inventory item and use that as the value for any increases in stock. For any other adjustments that must be made, use the ***"Change Inventory Items"*** menu option. This is the only option that will allow these kinds of changes without affecting any sales or cost of sales journals.

<Click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- On-Hand Quantity
- Last Count Quantity
- Shrinkage Quantity
- Shrinkage Value
- Adj. *(Adjustment Required)*
- G/L Asset Account
- Total Value
- Grand Total

Inventory Shrinkage Report

Infinity POWER Sample Company, Inc. Page 1
Inventory Shrinkage Report (4) 04/28/2006

Item Number	Description	U/M	On-Hand Quantity	Last Count Quantity	Shrinkage Quantity	Shrinkage Value	Adj.
1060178511	Corner Blocks *Up to 4 lines of Description *On an Inventory Item. Lines *with an asterisk don't print	EA	20,028.00000	19,504.00000	524.00000	$4,527.36000	
1060185461	Concrete Blocks	EA	120.00000	118.00000	2.00000	$0.00000	
1060216522	Cement - 100 lb. Bag	Bag	1,336.00000	1,337.00000	1.00000-	$0.00000	X
11APOLE	Electric Box Pole	EA	0.00000	3.00000	3.00000-	$0.00000	X
201502241	Roofing Tar Paper *Order by the dozen rolls.	Roll	1,902.00000	1,900.00000	2.00000	$31.66000	
201513311	Roofing Tar	Gal	44.50000	43.00000	1.50000	$50.62500	

* Number of records printed: 6

Infinity POWER Sample Company, Inc. Page 1
Inventory Shrinkage G/L Summary (4) 04/28/2006

G/L Account	Debit	Credit
1400		($4,609.65)
1000	$4,609.65	
otal Debits :	$4,609.65	
otal Credits:		($4,609.65)
alance :	- 0 -	

* Number of records printed: 2

Ranking By Gross Profit (IM0210)

This report ranks and displays the most or least profitable inventory items ***(based on Month-To-Date or Year-to-Date gross profit)***. The report will be sorted in descending order. It will include the number of items you specify within a specified range.

This report is a very strong management tool. You may rank items within this report in three different ways:

1) **Total Profit**
2) **Profit Dollars ($) per unit**
3) **Gross Profit Percentage (%)**

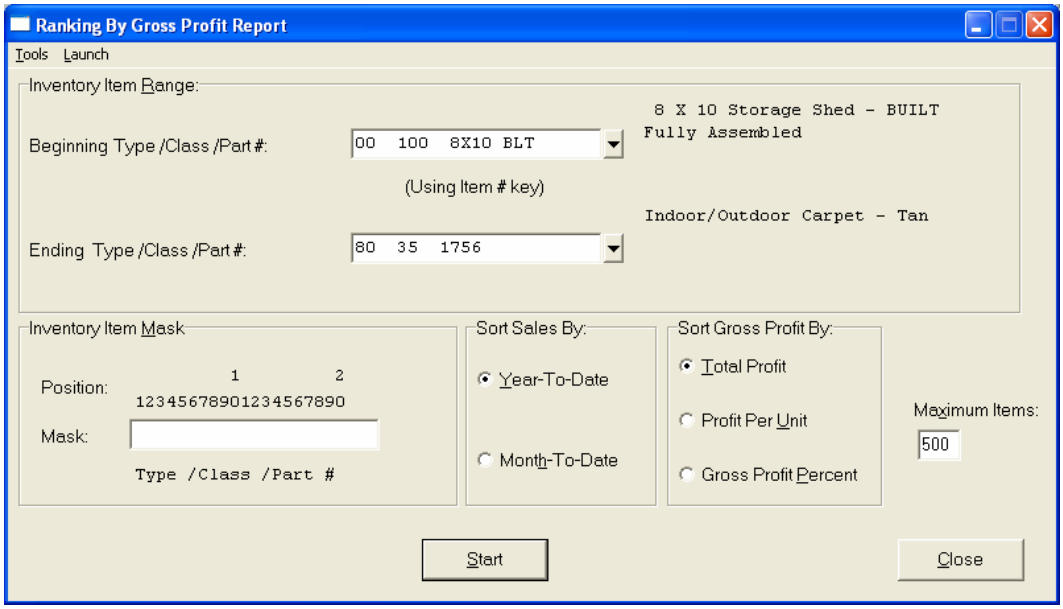
Total Profit	This report will list the items which have the highest overall contribution to the company's profit. This is a good report for determining your most profitable product lines.
Profit Dollars ($) Per Unit	This report will rank the items which contribute the most revenue on a ***"per-item"*** basis. This report is excellent for analyzing the overall profitability of an item instead of simply basing buying decisions on highest margins.
Gross Profit Percentage (%)	This report will rank the items with the highest profit margins. Margin minded companies will find this extremely valuable.

When you select this menu option, the opening questions will be the same for all three variations of the reports. After you have selected the range of items to report on, <click> on the remaining choices:

1) **Maximum number of items to include:**
2) **Sort on MTD instead of YTD Sales:**
3) **Sort Gross Profit By:**

- **Total Profit**
- **Profit per Unit**
- **Gross Profit Percent**

You may rank up to **500** items at a time per report and you may print the report based on **Month-To-Date** sales instead of **Year-to-Date**. The **"Sort Gross Profit By"** option will determine which report will print. All three reports are generated from this one menu option. All three reports contain the same information; only the ranking order will vary. For complete analysis of your inventory, you may wish to print all three reports and then compare where specific items fall on each report. The "#" column is the Ranking number of that item.



The fields included in this report are:

Field Name:

Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin Number
- Qty Sold *(Quantity Sold)*
- Sales
- Gross Profit
- GP per Unit *(Gross Profit per Unit)*
- GP % *(Gross Profit Percentage)*
- # *(Ranking Number)*
- Grand Totals:

Ranking by Gross Profit Report

Infinity POWER Sample Company, Inc. — Page 1
Ranking by Gross Profit — (4) 04/28/2006
(Based on YTD Gross Profit)

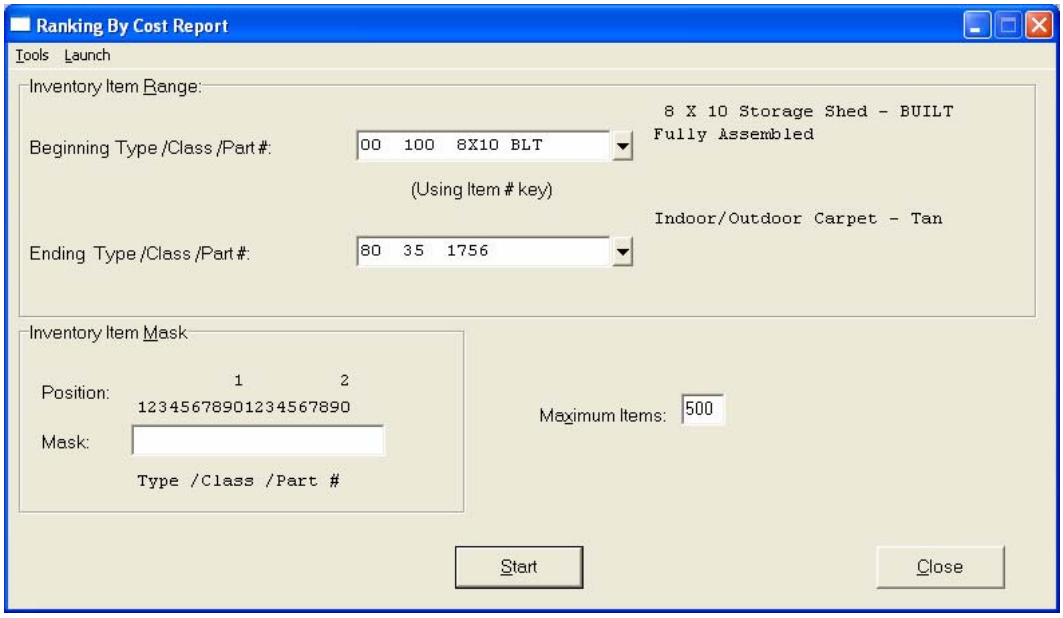
Item Number / U/M	Bin Number	Description		Qty Sold	Sales	Gross Profit	GP per Unit	GP %	#
408016134		Electrical Outlet Box	Cur:	1.00	$146.43	$74.52	$74.52	50.89	1
EA	289		YTD:	401.00	$58,718.43	$42,811.80	$106.76	72.91	
608126		Electric Box Pole Stand	Cur:	0.00	$0.00	$0.00	$0.00	0.00	2
EA	310		YTD:	230.00	$19,044.00	$14,444.00	$62.80	75.85	
305011688		12' - 2" X 4" Boards	Cur:	15.00	$139.17	$82.92	$5.53	59.58	3
EA	277		YTD:	616.00	$5,751.58	$3,441.58	$5.59	59.84	
201646141		Roofing Nails	Cur:	200.00	$3,796.00	$2,550.00	$12.75	67.18	4
Bag	257		YTD:	200.00	$3,796.00	$2,550.00	$12.75	67.18	
201513311		Roofing Tar	Cur:	75.00	$4,657.50	$2,126.25	$28.35	45.65	5
Gal	252		YTD:	75.00	$4,657.50	$2,126.25	$28.35	45.65	
305022511		4' X 8' - Sheet Plywood	Cur:	100.00	$1,323.00	$474.00	$4.74	35.83	6
EA	282		YTD:	200.00	$2,646.00	$922.00	$4.61	34.85	
607131		Electric Box - Fuses	Cur:	1.00	$3.97	$1.74	$1.74	43.83	7
EA	300		YTD:	201.00	$797.97	$349.74	$1.74	43.83	
305011677		10' - 2" X 4" Boards	Cur:	0.00	$0.00	$0.00	$0.00	0.00	8
EA	272		YTD:	102.00	$733.38	$315.18	$3.09	42.98	
50221165		Lightweight Sawblades	Cur:	1.00	$9.78	$4.47	$4.47	45.71	9
EA	290		YTD:	51.00	$498.78	$227.97	$4.47	45.71	
40770614		50' - Heavy Gauge Copper Wire	Cur:	1.00	$79.69	$78.90	$78.90	99.01	10
Feet	288		YTD:	1.00	$79.69	$78.90	$78.90	99.01	
40770611		100' - Heavy Gauge Copper Wire	Cur:	1.00	$111.32	$56.32	$56.32	50.59	11
Feet	287		YTD:	1.00	$111.32	$56.32	$56.32	50.59	
608112		Meter (Glass Case)	Cur:	1.00	$32.06	$14.63	$14.63	45.63	12
EA	305		YTD:	1.00	$32.06	$14.63	$14.63	45.63	
7010123		Master Door Locks	Cur:	1.00	$20.00	$5.24	$5.24	26.20	13
EA	315		YTD:	1.00	$20.00	$5.24	$5.24	26.20	
606107		2" Wire Clamp	Cur:	1.00	$1.12	$0.21-	$0.21-	-18.75	14
EA	295		YTD:	201.00	$225.12	$42.21-	$0.21-	-18.75	
		Grand Totals:	Cur:	398.00	$10,320.04	$5,468.78	$13.74	52.99	
			YTD:	2,281.00	$97,111.83	$67,301.40	$29.51	69.30	

* Number of records printed: 14

Ranking By Cost (IM0211)

This report ranks and displays the most or least costly inventory items ***(based on current inventory value)*.** The report will be sorted in descending order. It will include the number of items that you specify within the range specified. After you have selected the range of items to report on and any item mask, you can choose up to **500** items to rank.

This report is particularly beneficial in determining where your inventory dollars are tied up. You may want to use this report to review the inventory costs in a specific location or how much money you have invested in a certain vendor's products. You may analyze the possible need to slow down the ordering of certain items and perhaps adjust the minimum/maximum quantities of stock levels.



The fields included in this report are:

Field Name:

Cat./Class/Part/Loc. ***(Item Number)***
- Description
- U/M *(Unit of Measure)*
- Bin Number
- Quantity On-Hand
- Unit Cost *(Average)*
- Total Cost
- # *(Ranking Number)*
- Grand Totals:

Ranking by Cost Report

Infinity POWER Sample Company, Inc. — Page 1
Ranking by Cost — (4) 04/28/2006

Item Number / U/M / Bin Number	Description	Quantity On-Hand	Unit Cost (Average)	Total Cost	#
40770611 Feet 287	100' - Heavy Gauge Copper Wire Feet	1,026.00	$55.00	$56,430.00	1
408016134 EA 289	Electrical Outlet Box EA	300.00	$72.34	$21,702.00	2
305022511 EA 282	4' X 8' - Sheet Plywood EA	1,216.00	$8.54	$10,381.82	3
50221165 EA 290	Lightweight Sawblades EA	1,187.00	$5.31	$6,302.97	4
201646141 Bag 257	Roofing Nails Bag	938.50	$6.23	$5,848.90	5
606107 EA 295	2" Wire Clamp EA	911.00	$1.33	$1,211.63	6
607131 EA 300	Electric Box - Fuses EA	536.00	$2.23	$1,195.21	7
40770614 Feet 288	50' - Heavy Gauge Copper Wire Feet	45.00	$0.79	$35.55	8
301402200 Box 262	Roofing Shingles Box	0.00	$0.00	$0.00	9
305011670 EA 267	8' - 2" X 4" Boards EA	0.00	$0.00	$0.00	10
305011677 EA 272	10' - 2" X 4" Boards EA	0.00	$0.00	$0.00	11
305011688 EA 277	12' - 2" X 4" Boards EA	0.00	$0.00	$0.00	12
	Grand Totals:	6,159.50	$16.74	$103,108.08	

* Number of records printed: 12

Inventory Value Summary (IM0212)

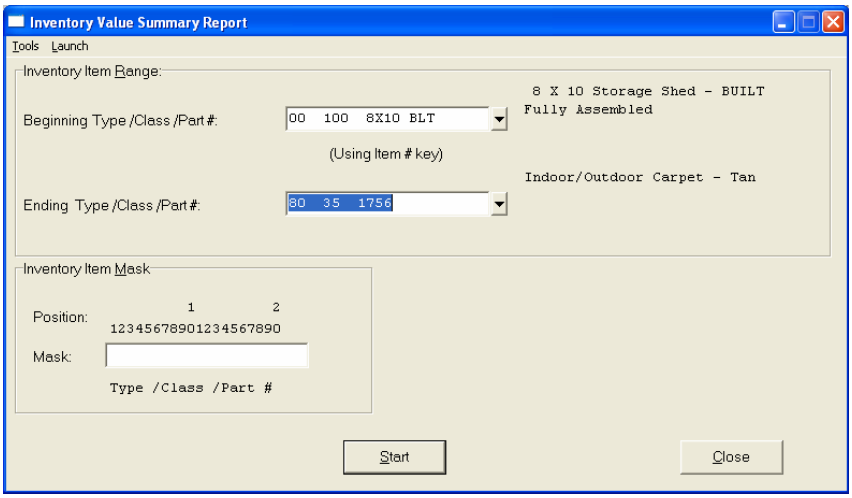
This report summarizes the current value of inventory by General Ledger account number.

The accounts summarized are the General Ledger asset accounts. You do not need to be interactive with **General Ledger** to obtain this information.

There is a maximum of 2**00** account numbers available for summary. If you exceed this amount, the balance of account numbers above 2**00** will be combined into one account total labeled **"Error."**

NOTE

This is one of the most important reports that must be run on a Monthly basis so that you can audit your General Ledger values against what is currently valued in your Inventory System. If the balances on this report do not match your General Ledger, then you must begin an audit immediately to determine where the problem lies and correct it immediately. If you do not match this balance on a monthly basis, it will become increasingly more difficult to determine how to balance the two systems together over time.



The fields included in this report are:

Field Name:

- G/L Asset Account *(General Ledger Asset Account)*
- Total Value
- Grand Total:

Inventory Value Summary Report

Infinity POWER Sample Company, Inc. — Page 1
Inventory Value Summary — (4) 04/28/2006

G/L Asset Account	Total Value
1300	$11,500.00
1400	$400,013.77
Grand Total:	$411,513.77

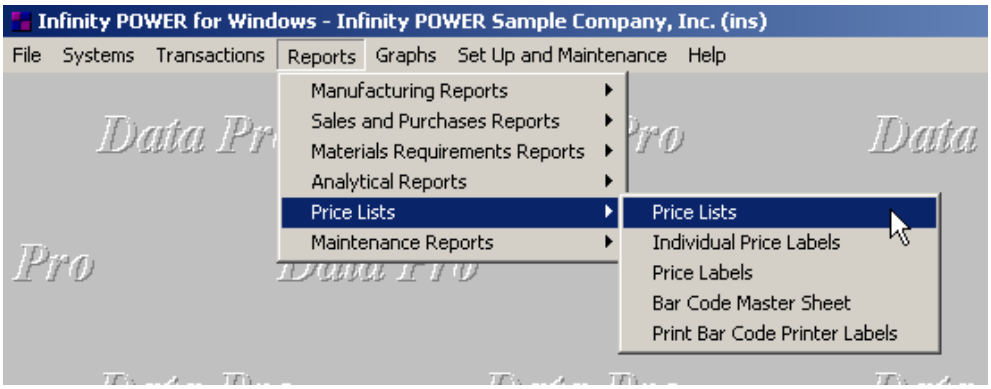
* Number of records printed: 2

PRICE LISTS

Five reports are available by selecting the Price Lists menu option:

1) **Price Lists**
2) **Individual Price Labels**
3) **Price Labels**
4) **Bar Code Master Sheet**
5) **Print Bar Code Printer Labels**

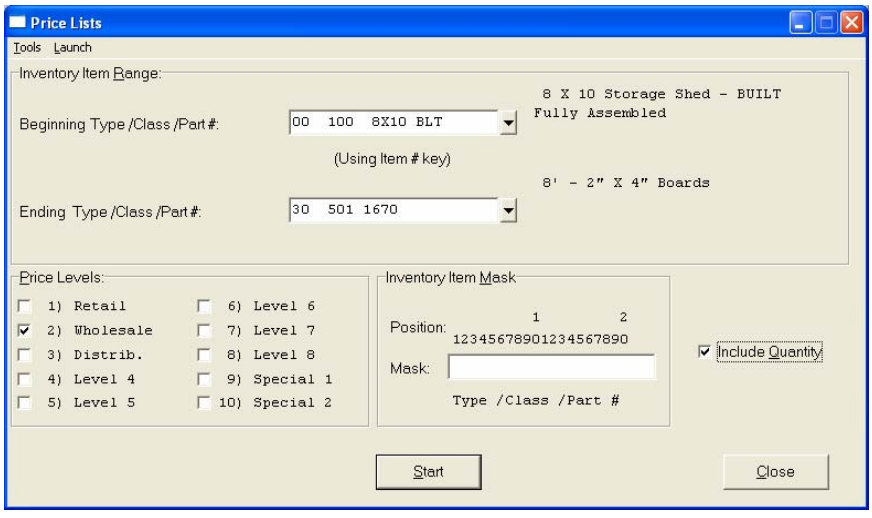
There are no special calculations associated with any of these reports. Each report will be discussed on the following pages.



Price Lists (IM0213)

This report displays individual sales prices for a specified range of inventory items. You may specify any price levels from **1** to **10**, or combination of levels.

By utilizing a combination of the masking function, range settings, and specifying the price levels, you can tailor your price lists to your specific needs. After you have selected the range of items to report on, <click> on which of the ten price levels available you want included in this report. You may select one or all of them. You may also indicate whether or not you want to include the current on-hand and available quantities.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Price Level *(1-10) (as specified)*
- On-Hand and Available Quantities *(if specified)*

Price Lists Report

Infinity POWER Sample Company, Inc.
Inventory Price List

Page 1
(4) 04/28/2006

Item Number	Description	U/M	Retail	Level 2	Qty On-Hand Qty Avail.
1060178511	Corner Blocks	EA	$6.21	$5.13	20,028.00 20,628.00
1060185461	Concrete Blocks	EA	$5.01	$4.14	400.00 400.00
1060216522	Cement - 100 lb. Bag	Bag	$36.80	$30.40	1,336.00 1,327.00
11APOLE	Electric Box Pole	EA	$212.75	$175.75	0.00 0.00
201502241	Roofing Tar Paper	Roll	$27.02	$22.32	1,721.00 1,865.00
201513311	Roofing Tar	Gal	$62.10	$51.30	6.00 69.00
201646141	Roofing Nails	Bag	$18.98	$15.67	938.50 1,021.50
301402200	Roofing Shingles	Box	$92.00	$76.00	0.00 136.00
305011670	8' - 2"X4" Boards	EA	$6.04	$4.99	0.00 552.00
305011677	10' - 2"X4" Boards	EA	$7.19	$5.94	0.00 128.00
305011688	12' - 2"X4" Boards	EA	$9.34	$7.71	0.00 60.00
305022511	4'X8' - Sheet Plywood	EA	$13.23	$10.92	1,216.00 1,569.00
40770611	100' - Heavy Gauge Copper Wire	Feet	$111.32	$91.96	1,026.00 1,026.00
40770614	50' - Heavy Gauge Copper Wire	Feet	$79.69	$65.83	45.00 55.00-
408016134	Electrical Outlet Box	EA	$146.43	$120.96	300.00 850.00
50221165	Lightweight Sawblades	EA	$9.78	$8.07	1,187.00 1,237.00
606107	2" Wire Clamp	EA	$2.44	$2.01	911.00 1,911.00
607131	Electric Box - Fuses	EA	$3.97	$3.28	536.00 536.00
608112	Meter (Glass Case)	EA	$32.06	$26.49	536.00 1,036.00
608126	Electric Box Pole Stand	EA	$82.80	$68.40	310.00 710.00
7010123	Master Door Locks	EA	$28.75	$23.75	20.00 20.00
7020224	Windows Custom sized for sheds Doubled paned	EA	$213.90	$176.70	12.00 12.00
8010100	Green Paint - Standard Order - 100 gal lots -	Gal	$20.70	$17.10	68.00 68.00
80351756	Indoor/Outdoor Carpet - Tan	Sqyd	$4.60	$3.80	0.00 0.00

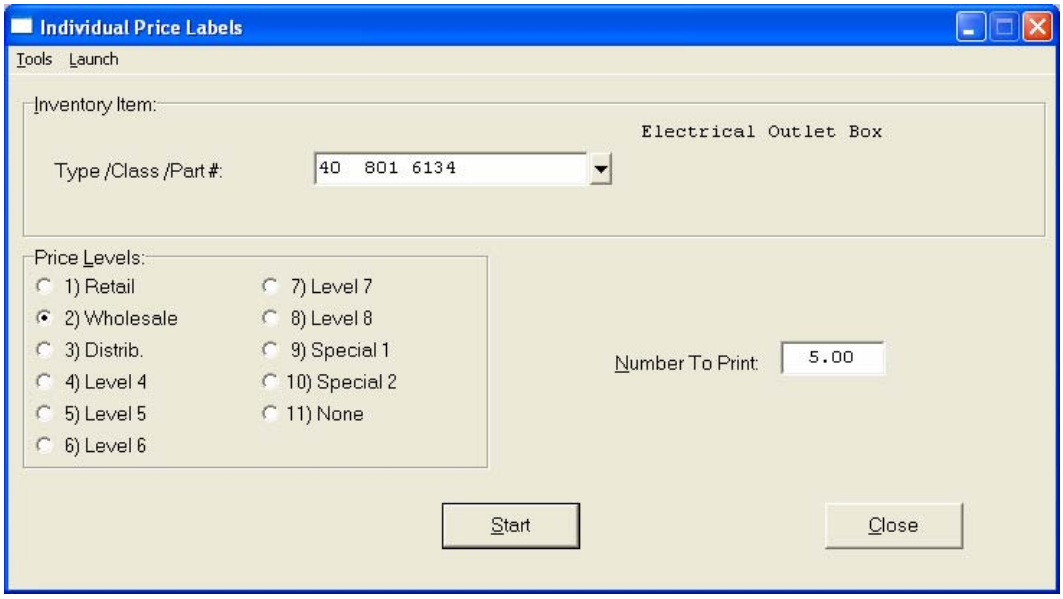
* Number of records printed: 24

Individual Price Labels (IM0214)

This option prints individual inventory **"Price Tags"** on **15/16"** by **3 1/2"** labels. You may also print in bar code format ***(standard 3 of 9)*** if you have a printer which will print bar codes. Bar code labels are **1 15/16"** by **3 1/2".**

This system will ask you for a single inventory item that you want to print price labels for. After you have selected the item, another smaller window will appear and first ask you to specify which of the ten price levels available to include for this report. You may select only one or all of them. One additional question will be asked. ***"How many labels do you want to print?"***

This allows you to print price labels for every item as you receive them into your stock. This allows you a convenient way to make sure that all inventory items are marked properly. The printers which will support bar code printing ***(with no additional information)***, are the Texas Instruments 85X and 86X series, the Epson FX series, the IBM Graphics Printer, and the HP Laser printer series.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
  - U/M *(Unit of Measure)*
  - Price Level *(1-10)(as specified)*

Individual Price Labels

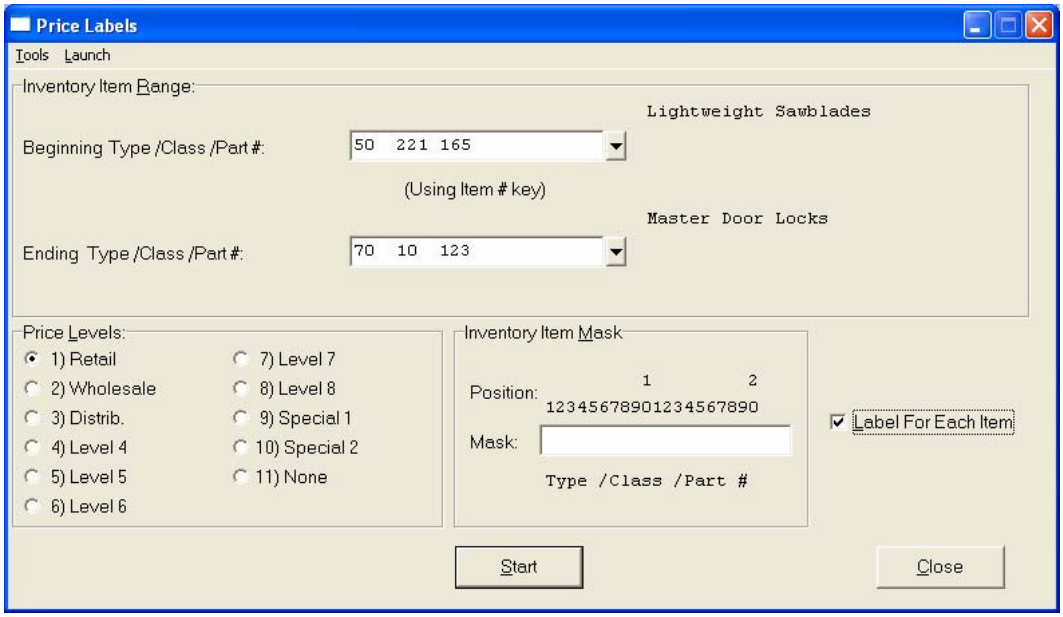
```
 8 X 10 Storage Shed - BUILT
(00  100  8x10 BLT)
Price:       $1,683.54
```

Price Labels (IM0215)

This option prints inventory **"Price Tags"** on **15/16"** by **3 1/2"** labels. You may also print in bar code format ***(standard 3 of 9)*** if you have a printer which will print bar codes. Bar code labels are **1 15/16"** by **3 1/2".**

After you have selected the **"range"** of items to report on and any item mask, you may specify which of the ten price levels available to include for this report. You may select only one price level per run. One additional question will be asked. ***"Do you want a label for every item on-hand (current quantity)?"***

This allows the system to print price labels for every item you currently have in stock. This allows you a convenient way to make sure that all inventory items are marked properly.



The printers which will support bar code printing ***(with no additional information)***, are the Texas Instruments 85X and 86X series, the Epson FX series, the IBM Graphics Printer, and the HP Laser printer series.

The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- U/M *(Unit of Measure)*
- Price Level *(1-10)(as specified)*

Price Labels

8 X 10 Storage Shed - BUILT
(00 100 8x10 BLT)
Price: $1,683.54

10 X 12 Storage Shed - BUILT
(00 100 10x12 BLT)
Price: $2,046.21

8 X 10 Storage Shed - KIT
(01 100 8x10 KIT)
Price: $750.00

10 X 12 Storage Shed - KIT
(01 100 10x12 KIT)
Price: $900.00

Corner Blocks
(10 601 78511)
Price: $5.40
EA

Concrete Blocks
(10 601 85461)
Price: $4.36
EA

Cement - 100 lb. Bag
(10 602 16522)
Price: $32.00
Bag

Electric Box Pole
(11 A POLE)
Price: $185.00
EA

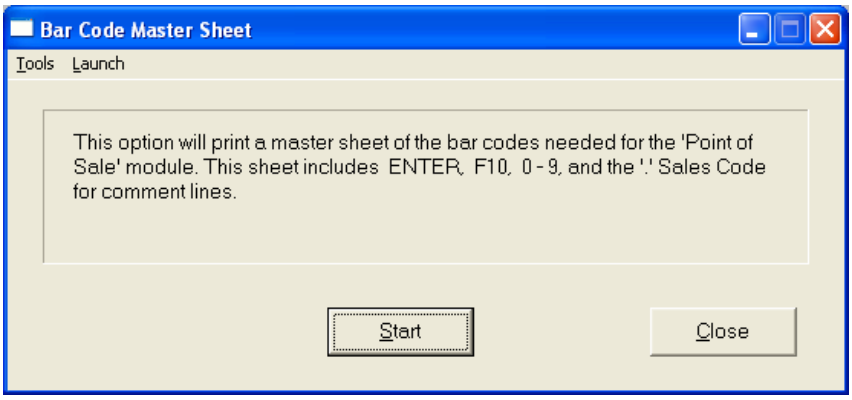
Roofing Tar Paper
(20 150 2241)
Price: $23.50
Roll

Roofing Tar
(20 151 3311)
Price: $54.00
Gal

Bar Code Master Sheet (IM0222)

This option prints a master sheet of special keystrokes in bar code format which may be used for rapid data entry.

This master sheet can be very useful in the **Point of Sale** module for quickly using the bar code reader to enter the repetitive keystrokes needed to execute the option. The printers which the system will support for bar code printing ***(with no additional information),*** are the Texas Instruments 85X and 86X series, the Epson FX series, the IBM Graphics Printer, and the HP Laser printer series.


Bar Code Master Sheet
Tools
Launch
This option will print a master sheet of the bar codes needed for the 'Point of Sale' module. This sheet includes ENTER, F10, 0 - 9, and the '.' Sales Code for comment lines.
Start
Close

<Click> on **"Start"** to begin or **"Close"** to exit to the menu.

The fields included in this report are:

Field Name:

- ENTER key
- F10 key
- "." Sales Code for Description Only Line
- 0 - 9 numbers

Bar Code Master Sheet

Infinity POWER Sample Company Inc.
Data Pro Accounting Series (4) 04/30/2004
Bar Code Master Sheet

ENTER

F10

'.' Sales Code

0

1

2

3

4

5

6

7

Print Bar Code Printer Labels (IM0223)

This section discusses the printing of bar code labels with the Zebra **(Eltron)** Bar Code Printer within the Manufacturing Inventory Management module.

The Manufacturing Inventory Management system provides you with the ability to print Bar Code Price Labels that can be recognized by the system with an approved bar code reader. The Zebra **(Eltron)** Bar Code Label Printer allows you to print a wide range of professional looking bar code labels for your merchandise.

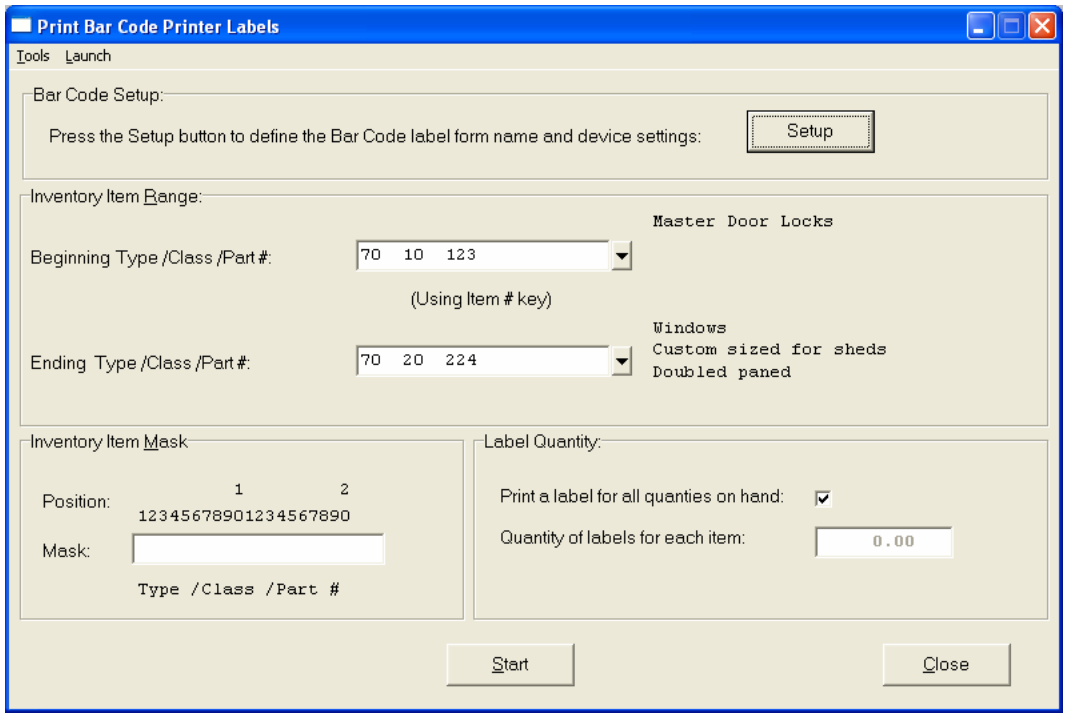
The format of the label is as follows:

1) **Normal user readable text which contains the Item Description.**
2) **Normal user readable text which includes the Item's Part Number and Price.**
3) **Encoded Inventory Item Number.**

When using a bar code reader, pass the bar scanner over the bar coded item number. The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code.

You may use the bar code entry method any time you are prompted by the system to enter the inventory item number. This includes a wide range of accounting modules, not just **Manufacturing Inventory Management**. **Point of Sale**, **Purchase Order**, **Accounts Receivable** and more all can use bar code readers during normal operations. The bar code scanner should be configured to automatically perform a carriage return after scanning the code. Keep in mind that the Inventory Item Number is coded as one **(1)** field of text. This means that the modules involved should be configured to **"Default to IM,"** because the data entry screens will default to one contiguous line, even if you have item segments defined within your Inventory part numbers.

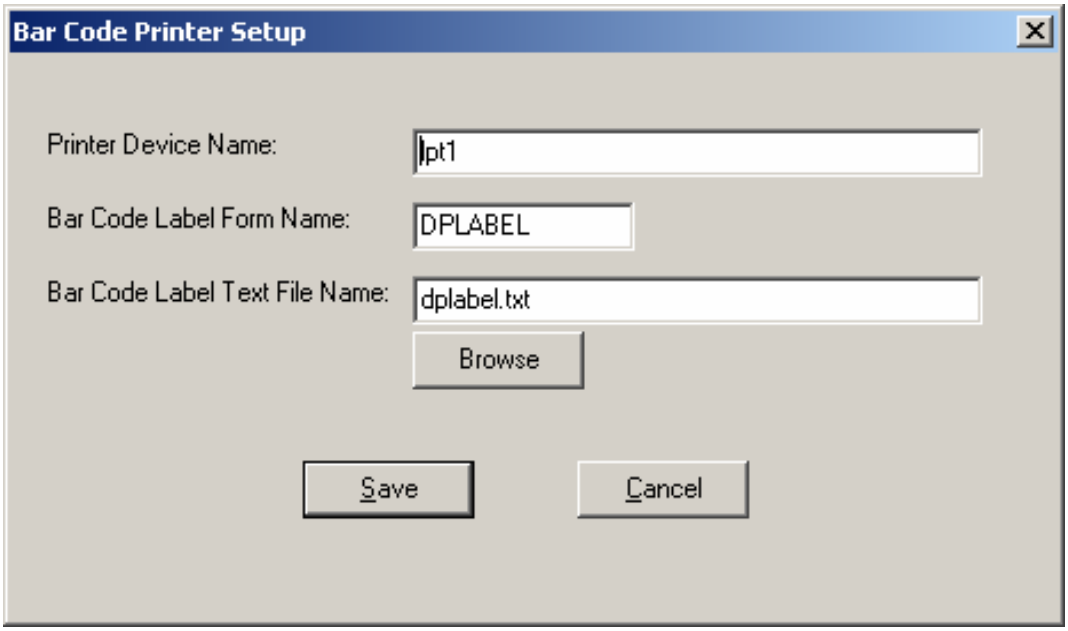
When you select the option to ***"Print Bar Code Printer Labels,"*** the system will display the following screen.



Make sure to <click> on the **"Setup"** button first to ensure your system is configured correctly before proceeding.

Bar Code Setup

The system will ask you to press the **"Setup"** button to set up the parameters for the bar code label format. After pressing the **"Setup"** button the system will prompt for the following information.



Printer Device Name	In this field, enter the device name for the Zebra (Eltron) Bar Code Label Printer. This is normally an LPT port number, such as LPT1 or LPT2. However some printers may come equipped with a COM port, in which case the norm would be COM1 or COM2. You can also specify the printer device with by entering ***machinename******printername***. Ex: If you have a Zebra 2824TPL printer connected to an XP Pro System via a USB, you can specify the printer devices as long as it is setup as a shared printer.
Bar Code Label Form Name	In this field, enter the form name of the bar code label.

NOTE

There are two sample formats that are shipping with the **Infinity POWER** system. **DPLABEL** is a standard size bar code label and **DPLABEL1** is a smaller butterfly label, as shown below:

DPLABEL

DPLABEL1

These formats may be modified to meet each users customized needs on demand. The setup of each form may be done by the user, your **Data Pro Dealer** or contact **Data Pro Technical Support** at **(727) 803-1550** for a quote on any requested modifications.

Bar Code Label Text File Name	In this field, enter the full path of the bar code label text file name. This is the file that contains the coding specific to the label format you are printing. To use either of the two sample formats, enter **DPLABEL.TXT.**

<Click> on the **"Save"** button to continue to the next section.

Inventory Item Range	Enter a beginning and ending inventory item number to include this range in the printing of bar code labels.
Inventory Item Mask	Enter an Inventory Item Mask to selectively choose a certain type of inventory item to print bar code labels. For instance, the fourth and fifth position of your item numbers may represent the Vendor number. This would allow you to print labels for all items for a single vendor at a time.
Label Quantity	There are two data fields for the ***"Label Quantity"*** information. They are described as follows.
Print a label for all quantities on-hand	By <clicking> **"on"** this checkbox, the system will print the bar code labels for as many items as the system has calculated on-hand quantities. Each item that is in the selected range to print will print one label for all on-hand quantities.
Quantity of labels for each item	If you do not <click> on the checkbox to print all ***"on-hand"*** quantities, the system will then allow you to enter the number of labels you wish to print for each item in the selected range.

<Click> on the **"Start"** button to start the label printing routine.

The format for these labels uses specific variables that are downloaded to the printer when printing the barcode label. The variables that come standard with the **DPLABEL.TXT** file are as follows:

V00 - Item Number
V01 - Item Description Line 1
V02 - Item Description Line 2
V03 - Item Description Line 3
V04 - Item Description Line 4
V05 - Unit of Measure
V06 - Bin Number
V07 - Category
V08 - Price Level 1
V09 - Price Level 2
V10 - Price Level 3
V11 - Price Level 4
V12 - Price Level 5

The following represents the programming code in the **DPLABEL.TXT** file.

The programming codes may be found in the Zebra (Eltron) Programming Guide.

```
FK"DPLABEL"
FS"DPLABEL"
V00,20,L,"Item #"
V01,30,L,"Desc1"
V02,30,L,"Desc2"
V03,30,L,"Desc3"
V04,30,L,"Desc4"
V05,4,L,"UOM"
V06,10,L,"Bin"
V07,10,L,"Category"
V08,10,L,"Price1"
V09,10,L,"Price2"
V10,10,L,"Price3"
V11,10,L,"Price4"
V12,10,L,"Price5"
D7
S2
A150,20,0,4,1,1,N,V01
B150,50,0,2,2,6,50,N,V00
A150,110,0,4,1,1,N,"Item #:"
A300,110,0,4,1,1,N,V00
A150,170,0,4,1,1,N,"Price:"
A300,170,0,4,1,1,N,V08
FE
FK"DPLABEL1"
FS"DPLABEL1"
V00,20,L,"Item #"
V01,30,L,"Desc1"
V02,30,L,"Desc2"
V03,30,L,"Desc3"
V04,30,L,"Desc4"
V05,4,L,"UOM"
V06,10,L,"Bin"
V07,10,L,"Category"
V08,10,L,"Price1"
V09,10,L,"Price2"
V10,10,L,"Price3"
```

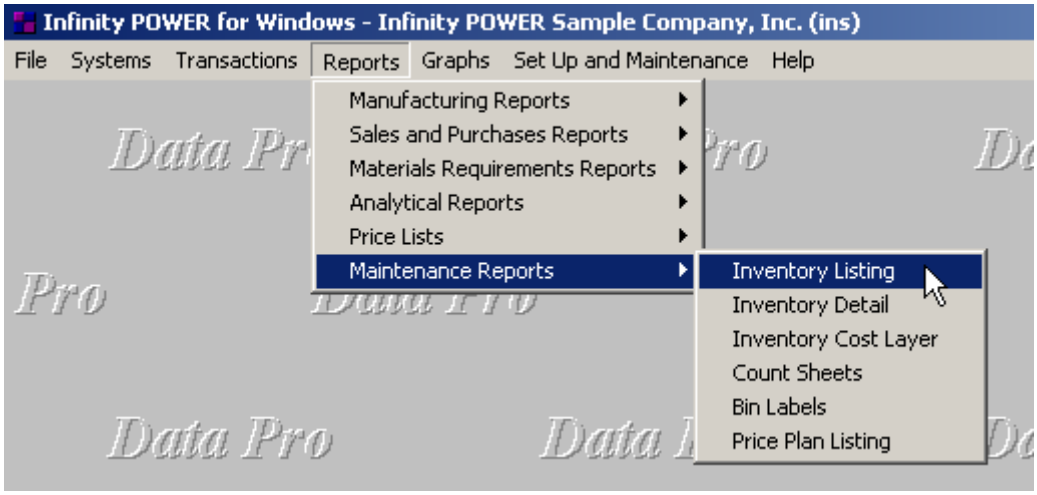
```
V11,10,L,"Price4"
V12,10,L,"Price5"
D7
S2
A450,00,0,1,1,1,N,V00
A195,12,0,3,1,1,N,V01
B415,12,0,2,1,2,25,N,V00
A450,40,0,3,1,1,N,V08
FE
```

<Click> on **"Start"** to begin printing or **"Close"** to exit to the menu.

MAINTENANCE REPORTS

Six reports are available by selecting the Maintenance Reports menu option:

- **Inventory Listing**
- **Inventory Detail Report**
- **Cost Layer Report**
- **Count Sheets**
- **Bin Labels**
- **Price Plan Listing**



The calculations performed by the system to produce this information for key fields in these reports are:

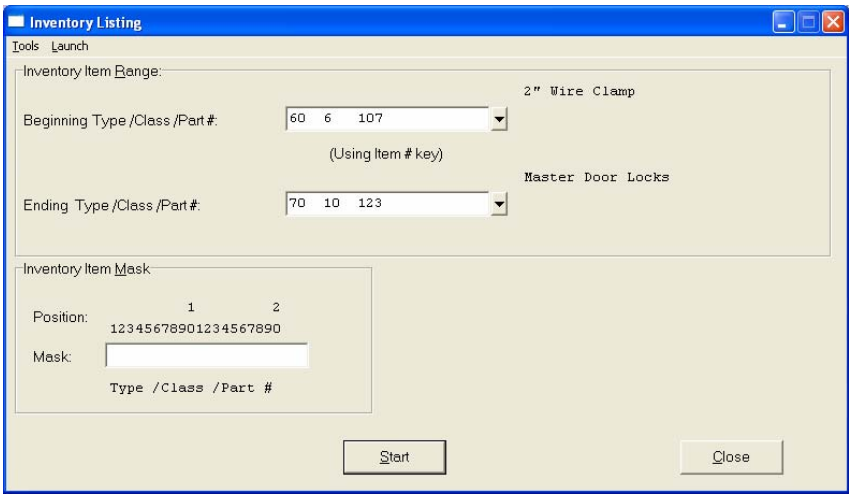
Gross Profit	***Sales*** minus ***Cost of Sales***
GP per Unit	***Gross Profit*** divided by ***Quantity Sold***
GP %	***Gross Profit*** divided by ***Total Sales*** *(x)* ***100***
Available	***Quantity On-Hand*** plus ***Quantity On-Order*** minus ***Quantity Reserved to Ship***
Total Cost	***Quantity*** times ***Unit Cost***
Cost of Sales	***Sales*** divided by ***Qty. Sold***

Inventory Listing (IM0216)

This report prints a quick listing of your inventory items. It includes item number, description, unit of measure, alternate part numbers, vendors, G/L asset and cost of sales account numbers and the Accounts Receivable sales code.

This report is designed to allow you to cross reference key data fields within the inventory system. If you carry items from different vendors that are the same or similar, using the alternate part numbers will give you a cross referencing guide for each item. The report also lists the vendors and their part numbers.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin Number
- Alternate Part Number
- Vendors
- GL Asset *(General Ledger Asset Account*
- COS Account *(General Ledger Cost of Sales*
- Account)
- AR Code *(Accounts Receivable Sales Code)*
- Vendor's Part # *(Vendor's Part Number))*

Inventory Listing

Infinity POWER Sample Company, Inc.
Inventory Listing

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Item Number / U/M / Bin Number / Category	Description	Alternate Part #	Vendors	Vendors' Part #	GL Asset / COS Account / AR Code
1060185461	Concrete Blocks	10 601 78511	SUN1	421435-2	11400
EA 112			SCO1	621003	51100
Blocks					31100
1060216522	Cement - 100 lb. Bag	25844	SUN1	167822-22	11400
Bag 117			SCO1	225811	51100
Cement					31100
11APOLE	Electric Box Pole	1784	TAM1		11400
EA 242			SCO1	*	51200
Pole					31200
201502241	Roofing Tar Paper	645113	BOW1	15774	11400
Roll 247			UNI1	6589-54	51500
Roofing					31500
	*Order by the dozen rolls.				
201513311	Roofing Tar	647811-2	BOW1	12776-2	11400
Gal 252			SCO1	36-5511	51500
Roofing					31500
201646141	Roofing Nails	513434	BOW1	515388-1	11400
Bag 257			SCO1	168811	51500
Roofing					31500
301402200	Roofing Shingles	645111	BOW1	15774	11400
Box 262			UNI1	6589-54	51500
Roofing					31500
305011670	8' - 2"X4" Boards	25103	FLO1	849511	11400
EA 267			SCO1	36994	51300
8'Boards					31300
305011677	10' - 2"X4" Boards	25111	FLO1	849511	11400
EA 272			SCO1	36994	51300
10'Boards					31300
305011688	12' - 2"X4" Boards	346881	FLO1	651124	11400
EA 277			SCO1	16811	51300
12'Boards					31300

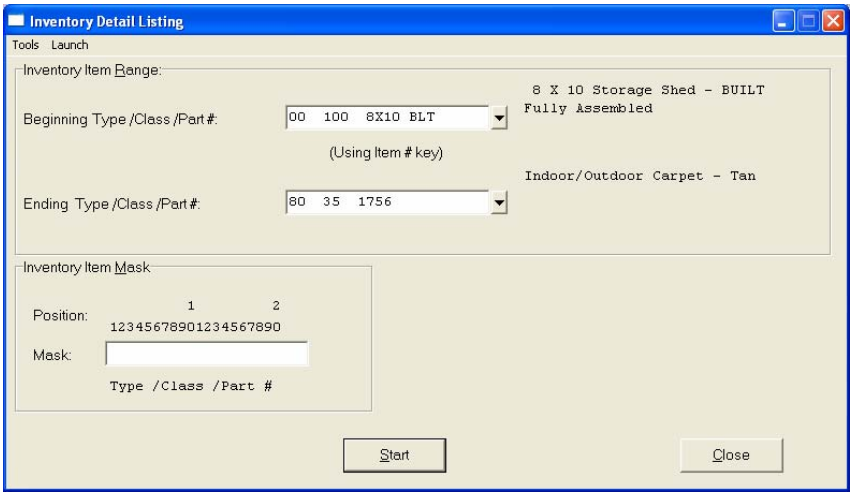
* Number of records printed: 10

Inventory Detail Report (IM0217)

This report prints the detailed inventory information for your inventory items.

This report contains all the information related to each inventory record specified, including historical information. The report prints in a **"one-item-per-page"** format. If you specify a large number of items to be printed, be sure plenty of paper is loaded in the printer. This report is especially beneficial for verifying input after initial set up and for archival purposes at period or year end.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin # *(Bin Number)*
- Alternate Part Number
- Vendors
- Vendor's Part # *(Vendor's Part Number)*
- GL Asset *(General Ledger Asset Account)*
- COS Account *(General Ledger Cost of Sales*
- Account)
- AR Code *(Accounts Receivable Sales Code)*
- Unit Weight
- JC Code *(Job Cost Code)*

Quantities:

- On-Hand *(Quantity On-Hand)*
- On Order *(Quantity On-Order)*
- Reserved *(Quantity Reserved to Ship)*
- Available *(Quantity Available to Ship)*
- Min. Stock *(Minimum Quantity to Stock)*
- Max. Stock *(Maximum Quantity to Stock)*
- Min. Order *(Minimum Quantity to Order)*
- Adjust Qty *(Adjustment Quantity)*
- Cur. Pur. *(Current Purchases)*
- YTD Pur. *(Year to Date Purchases)*
- Cur. Sales *(Current Sales)*
- YTD Sales *(Year to Date Sales)*
- Adj *(Adjustment Required)*

Prices:

- Price Levels *(1-10)*

Cost Layers:

- Layer Totals: *(For LIFO & FIFO only)*
- Date *(Date of Layer Origination)*
- Quantity
- Unit Cost
- Total Cost

Historical:

Periods *(Month/Year)*
- Qty Purch. *(Quantity Purchased)*
- Purchases
- Qty Sold *(Quantity Sold)*
- Sales
- Cost of Sales
- Gross Profit
- GP per Unit *(Gross Profit per Unit)*
- GP % *(Gross Profit Percentage)*
- Total:

Inventory Detail Report

Infinity POWER Sample Company, Inc. — Page 1
Inventory Detail Listing — (4) 04/28/2006

Item Number / U/M / Category	Description	Alternate Part #	Vendors	Vendors' Part #	GL Asset / COS Account / AR Code
1060185461	Concrete Blocks	10 601 78511	SUN1	421435-2	11400
EA 112			SCO1	621003	51100
Blocks					31100

Unit Weight:	JC Code:	QUANTITIES:	On-Hand	Reserved	Min. Stock	Min. Order	Cur. Pur.	Cur. Sales	Adj
4.00	1 C M		On-Order	Available	Max. Stock	Adjust Qty	YTD Pur.	YTD Sales	
			400.00	0.00	500.00	250.00	300.00	1,001.00	
			0.00	400.00	3,500.00	0.00	1,150.00	3,001.00	

PRICES:	Retail	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	WEB PRICE
	$5.01	$4.14	$3.92	$3.49	$3.27	$3.05	$45.00	$169.00	$3.49	$6.98

COST LAYERS: (LIFO Cost Method)	Layer	Date	Quantity	Unit Cost	Total Cost
	Totals:		400.00	$2.73	$1,092.00
	1)	01/10/2006	400.00	$2.73	$1,092.00

HISTORICAL:

Period	Qty Purch.	Purchases	Qty Sold	Sales	Cost of Sales	Gross Profit	GP per Unit	GP %
1) 01/2006	850.00	$2,320.50	1,200.00	$5,412.00	$4,546.75	$865.25	$0.72	15.99
2) 02/2006	0.00	$0.00	400.00	$1,804.00	$1,092.00	$712.00	$1.78	39.47
3) 03/2006	0.00	$0.00	400.00	$1,804.00	$1,092.00	$712.00	$1.78	39.47
4) 04/2006	300.00	$2,094.00	1,001.00	$5,014.51	$2,736.98	$2,277.53	$2.28	45.42
Total:	1,150.00	$4,414.50	3,001.00	$14,034.51	$9,467.73	$4,566.78	$1.52	32.54

Infinity POWER Sample Company, Inc. — Page 2
Inventory Detail Listing — (4) 04/28/2006

Item Number / U/M / Bin Number / Category	Description	Alternate Part #	Vendors	Vendors' Part #	GL Asset / COS Account / AR Code
1060216522	Cement - 100 lb. Bag	25844	SUN1	167822-22	11400
Bag 117			SCO1	225811	51100
Cement					31100

Unit Weight:	JC Code:	QUANTITIES:	On-Hand	Reserved	Min. Stock	Min. Order	Cur. Pur.	Cur. Sales	Adj
100.00	1 C M		On-Order	Available	Max. Stock	Adjust Qty	YTD Pur.	YTD Sales	
			1,273.00	0.00	250.00	18.00	600.00	0.00	
			0.00	1,273.00	500.00	0.00	728.00	55.00	

PRICES:	Retail	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	WEB PRICE
	$36.80	$30.40	$28.80	$25.60	$24.00	$22.40	$20.80	$28.80	$25.60	$51.20

COST LAYERS: (LIFO Cost Method)	Layer	Date	Quantity	Unit Cost	Total Cost
	Totals:		1,273.00	$32.47	$41,335.51
	1)	12/05/2003	38.00	$20.00	$760.00
	2)	01/05/2003	106.00	$22.00	$2,332.00
	3)	01/03/2003	25.00	$19.76	$494.00
	4)	04/30/2003	33.00	$18.44	$608.52
	5)	01/01/2004	113.00	$14.75	$1,666.75
	6)	11/26/2004	169.00	$13.28	$2,244.32
	7)	01/10/2004	51.00	$13.28	$677.28
	8)	06/30/2004	29.00	$13.28	$385.12
	9)	12/31/2004	27.00	$13.28	$358.56
	10)	03/10/2004	12.00	$13.28	$159.36
	11)	08/10/2004	2.00	$13.28	$26.56
	12)	04/01/2006	600.00	$51.20	$30,720.00
	13)	01/01/2006	68.00	$13.28	$903.04

HISTORICAL:

Period	Qty Purch.	Purchases	Qty Sold	Sales	Cost of Sales	Gross Profit	GP per Unit	GP %
1) 01/2006	128.00	$1,699.84	0.00	$0.00	$0.00	$0.00	$0.00	0.00
3) 03/2006	0.00	$0.00	55.00	$2,024.00	$730.40	$1,293.60	$23.52	63.91
4) 04/2006	600.00	$30,720.00	0.00	$0.00	$0.00	$0.00	$0.00	0.00
Total:	728.00	$32,419.84	55.00	$2,024.00	$730.40	$1,293.60	$23.52	63.91

* Number of records printed: 2

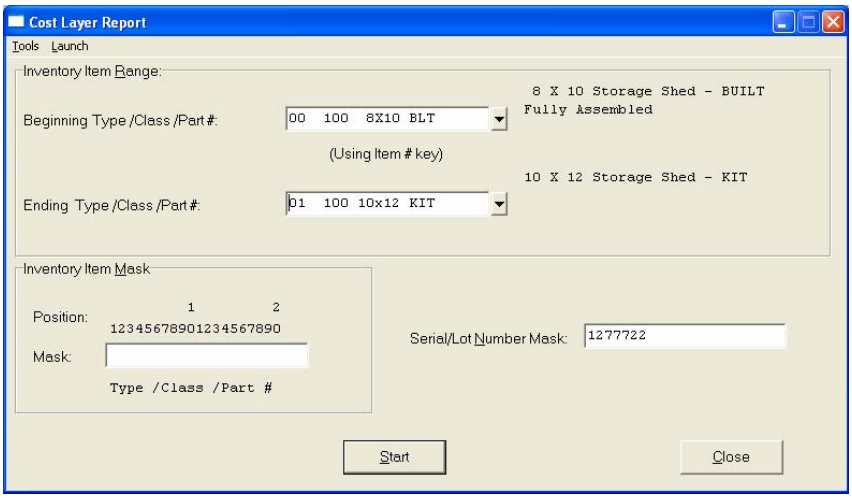
Cost Layer Report (IM0218)

This report displays the cost layers for each inventory item.

This report is designed to detail the exact cost layers that make up the total inventory cost of an item. There are an unlimited number of cost layers available per inventory item. The layer date indicates the date of origination of that particular cost layer.

If an item is using either the Serial Number or Lot Number costing method, you may use this report to print out the detail of the serial number or lot by entering that number in the ***"Serial/Lot Number Mask"*** field at the bottom right of the screen.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin Number
- Layer Date *(Date of Layer Origination)*
- Quantity
- Unit Cost
- Total Cost
- Grand Totals

Cost Layer Report

Infinity POWER Sample Company, Inc. — Page 1
Cost Layer Report — (4) 04/28/2006

Item Number / U/M / Bin Number	Description	Layer	Date	Quantity	Unit Cost	Total Cost
1060185461	Concrete Blocks		Totals:	400.00	$2.73	$1,092.00
EA 112			(LIFO Cost Method)			
		1)	01/10/2006	400.00	$2.73	$1,092.00
1060216522	Cement - 100 lb. Bag		Totals:	1,273.00	$32.47	$41,335.51
Bag 117			(LIFO Cost Method)			
		1)	12/05/2003	38.00	$20.00	$760.00
		2)	01/05/2003	106.00	$22.00	$2,332.00
		3)	01/03/2003	25.00	$19.76	$494.00
		4)	04/30/2003	33.00	$18.44	$608.52
		5)	01/01/2004	113.00	$14.75	$1,666.75
		6)	11/26/2004	169.00	$13.28	$2,244.32
		7)	01/10/2004	51.00	$13.28	$677.28
		8)	06/30/2004	29.00	$13.28	$385.12
		9)	12/31/2004	27.00	$13.28	$358.56
		10)	03/10/2004	12.00	$13.28	$159.36
		11)	08/10/2004	2.00	$13.28	$26.56
		12)	04/01/2006	600.00	$51.20	$30,720.00
		13)	01/01/2006	68.00	$13.28	$903.04
11APOLE	Electric Box Pole		Totals:	0.00	$0.00	$0.00
EA 242			(LIFO Cost Method)			
		1)	01/17/2003	0.00	$55.00	$0.00
201502241	Roofing Tar Paper		Totals:	1,721.00	$15.82	$27,233.17
Roll 247			(LIFO Cost Method)			
	*Order by the dozen rolls.					
		1)	12/05/2003	9.00	$14.69	$132.21
		2)	04/07/2003	26.00	$15.83	$411.58
		3)	03/31/2004	5.00	$15.83	$79.15
		4)	04/30/2004	8.00	$15.83	$126.64
		5)	07/31/2004	1,594.00	$15.83	$25,233.02
		6)	12/31/2004	79.00	$15.83	$1,250.57
			Grand Totals:	3,394.00	$20.52	$69,660.68

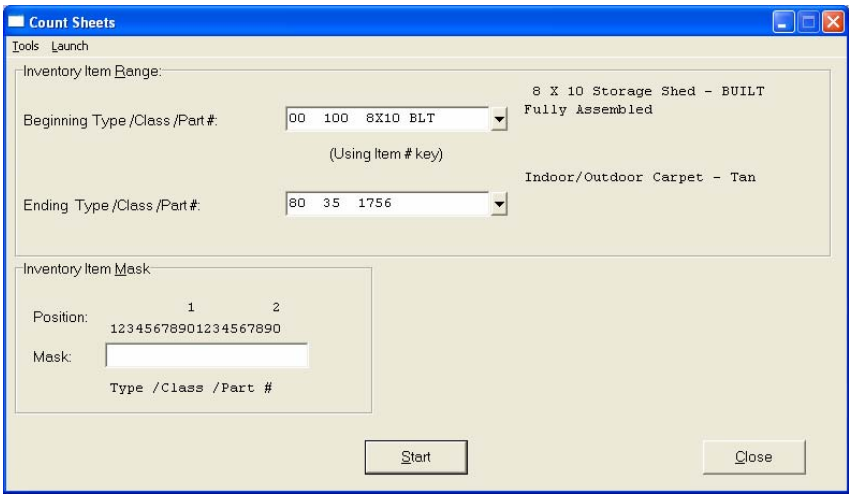
* Number of records printed: 4

INVENTORY COUNT SHEETS (IM0219)

This option prints a worksheet that may be used for performing physical counts. The report will print in inventory number, description or bin number order.

This worksheet has been designed to include all of the information necessary to do an accurate physical count. The ***"Quantity On-hand"*** has been omitted to insure integrity in the count. If more than one count of your inventory is going to be taken, simply print multiple copies of this report Select a printer to send the report to and <click> **"Start"** to begin printing the report.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Cat./Class/Part/Loc. *(Item Number)*
- Description
- U/M *(Unit of Measure)*
- Bin # *(Bin Number)*
- Quantity Counted

Count Sheets Report

Infinity POWER Sample Company, Inc.
Inventory Count Sheet

Page 1
(4) 04/28/2006

Item Number / U/M	Bin Number	Description	Quantity Counted
1060185461 EA	112	Concrete Blocks	[ ] [ ]
Flat			[ ] [ ]
Skid			[ ] [ ]
1060216522 Bag	117	Cement - 100 lb. Bag	[ ] [ ]
11APOLE EA	242	Electric Box Pole	[ ] [ ]
201502241 Roll	247	Roofing Tar Paper *Order by the dozen rolls.	[ ] [ ]
201513311 Gal	252	Roofing Tar	[ ] [ ]
201646141 Bag	257	Roofing Nails	[ ] [ ]
301402200 Box	262	Roofing Shingles	[ ] [ ]
305011670 EA	267	8' - 2" X 4" Boards	[ ] [ ]
305011677 EA	272	10' - 2" X 4" Boards	[ ] [ ]
305011688 EA	277	12' - 2" X 4" Boards	[ ] [ ]
305022511 EA	282	4' X 8' - Sheet Plywood	[ ] [ ]
40770611 Feet	287	100' - Heavy Gauge Copper Wire	[ ] [ ]
40770614 Feet	288	50' - Heavy Gauge Copper Wire	[ ] [ ]
408016134 EA	289	Electrical Outlet Box	[ ] [ ]

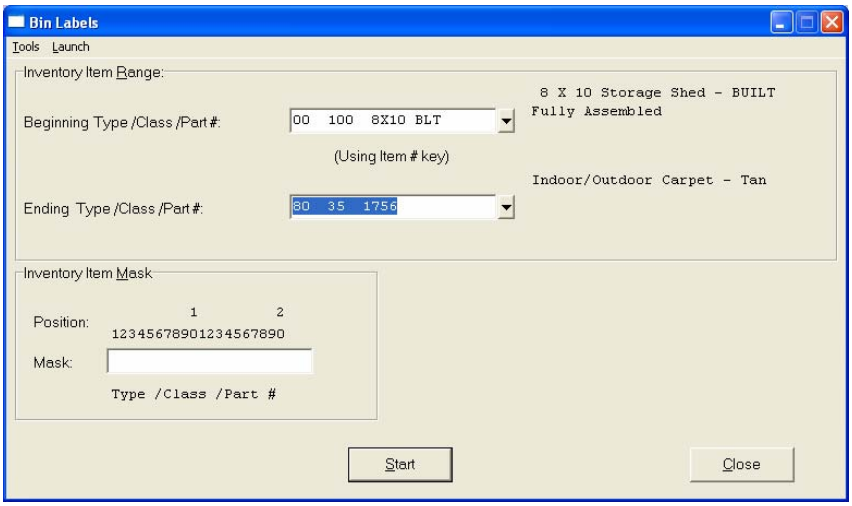
* Number of records printed: 14

Bin Labels (IM0220)

This option prints inventory labels that include bin number, item number, description and unit of measure. The alternative part numbers are also included.

These labels are designed to be bin labels, however, you may use them directly on inventory items if you do not want the sales prices reflected on them. They print in a **1 15/16"** label format.

When this option is selected, you will define the beginning and ending Item Numbers to include and any item mask. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Name:

- Bin Number
- U/M (Unit of Measure)
- Cat./Class/Part/Loc. (Item Number)
- Description
- Alt. Parts: (Alternate Part Numbers)

Bin Labels Report

Bin: 247 U/M: Roll

Item Number:
201502241
Roofing Tar Paper

*Order by the dozen rolls.

Alt. Parts: 645113

Bin: 252 U/M: Gal

Item Number:
201513311
Roofing Tar

Alt. Parts: 647811-2

Bin: 257 U/M: Bag

Item Number:
201646141
Roofing Nails

Alt. Parts: 513434

Bin: 262 U/M: Box

Item Number:
301402200
Roofing Shingles

Alt. Parts: 645111

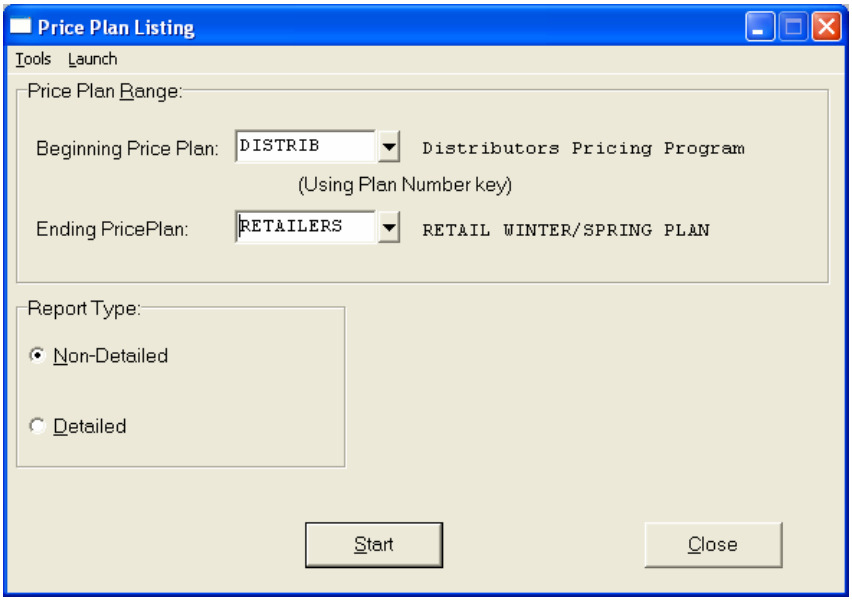
PRICE PLAN LISTING (IM0425)

This option allows you to print price plans.

This report prints a detailed or non-detailed listing of the Price Plans set up in your system. The **"non-detailed"** version of this report includes the price plan number, description, active status, beginning and ending date ranges for the plan to be effective. This report will give you a quick glance of the Price Plans currently in your system.

The **"detailed"** version of this report is especially beneficial for verifying input after initial set up and for archival purposes at period or year end. This report is much more extensive, as it will print all detail lines, giving you a better view of all inventory items involved in each Price Plan.

When this option is selected, you will define the beginning and ending Price Plan Numbers to include and whether you want the **"Non-Detailed"** or the **"Detailed"** version of the report. Then, <click> **"Start"** to begin the report. <Click> on **"Close"** when completed.



The fields included in this report are:

Field Names:

Non-detailed Report

- Plan Name
- Description
- Active Status
- Beg. Date *(Beginning Date)*
- End. Date *(Ending Date)*

Detailed Report

- Plan Name - Description
- Active Status
- Beg. Date *(Beginning Date)*
- End. Date *(Ending Date)*
- Type *(Item, Range or Mask)*
- Beg. Inventory Item *(Beginning Inventory Item)*
- End. Inventory Item *(Ending Inventory Item)*-
- Min. Quantity *(Minimum Quantity)*
- Max. Quantity *(Maximum Quantity)*
- Level *(Price Level)*
- Adj. % *(Adjustment Percentage +/-)*
- Specific Price

Price Plan Listing (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Price Plan Listing (4) 04/28/2006

Plan Name	Description	Active	Beg. Date	End. Date
Allen	Allen's Price Plan	Y	02/13/2006	12/31/2006
CONTTED	Contract Pricing w/Ted's Sheds	Y	01/01/2006	12/31/2007
DISTRIB	Distributors Pricing Program	Y		
KITSALE	Special January Kit Sale	Y	01/01/2006	01/31/2006
March Spec	March Special	Y	03/01/2006	03/31/2006
RETAIL	Retail Pricing Plan	Y		
TCC Plan	TCC Plan	Y	04/01/2006	10/31/2006

* Number of records printed: 7

Price Plan Listing (Detailed)

Infinity POWER Sample Company, Inc. — Page 1
Price Plan Listing — (4) 04/28/2006
Detailed

Plan Name / Type	Description / Item/Mask/Plan/ Beg/End Inventory Item	Active / Description	Beg. Date	End Date	Min. Qty.	Max. Qty.	Price Level	Adj. %	Specific Price
DISTRIB	Distributors Pricing Program	Y							
1) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			0.00	2.00	3	30.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
2) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			2.00	4.00	3	25.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
3) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			4.00	6.00	3	20.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
4) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			6.00	0.00	3	10.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
5) Range	1060178511	Corner Blocks					3	15.000 %	
	608126	Electric Box Pole Stand							
KITSALE	Special January Kit Sale	Y	01/01/2006	01/31/2006					
1) Range	999011008x10KIT	8 X 10 Storage Shed - KIT					1	-20.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
March Spec	March Special	Y	03/01/2006	03/31/2006					
1) Range	40770611	100' - Heavy Gauge Copper Wire			5.00	10.00	1	-10.000 %	
	408016134	Electrical Outlet Box							
2) Range	40770611	100' - Heavy Gauge Copper Wire			11.00	20.00	1	-20.000 %	
	408016134	Electrical Outlet Box							
3) Item	606107	2" Wire Clamp					12		$1.12
RETAIL	Retail Pricing Plan	Y							
1) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			0.00	2.00	1	30.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
2) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			2.00	4.00	1	25.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
3) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			6.00	0.00	1	15.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							
4) Range	999001008x10BLT	8 X 10 Storage Shed - BUILT			6.00	0.00	1	15.000 %	
	9990110010x12KIT	10 X 12 Storage Shed - KIT							

* Number of records printed: 4

CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses all five types of Analytical Graphs utilized by the **Inventory** module. These graphs are designed to give you an instant visualization of your inventory information. Graphing capabilities are not currently available with **Linux** versions.

No other programs are required to execute this option. The system performs all graphics functions from within its own programs. Check the hardware requirements section in your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function.

After the graph has been displayed to your screen, printing is one simple step:

For Windows:

1. Press **ALT Print Screen** and paste into a WORD document.

   You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

SALES, COS & PURCHASES BY ITEM (IM0301)

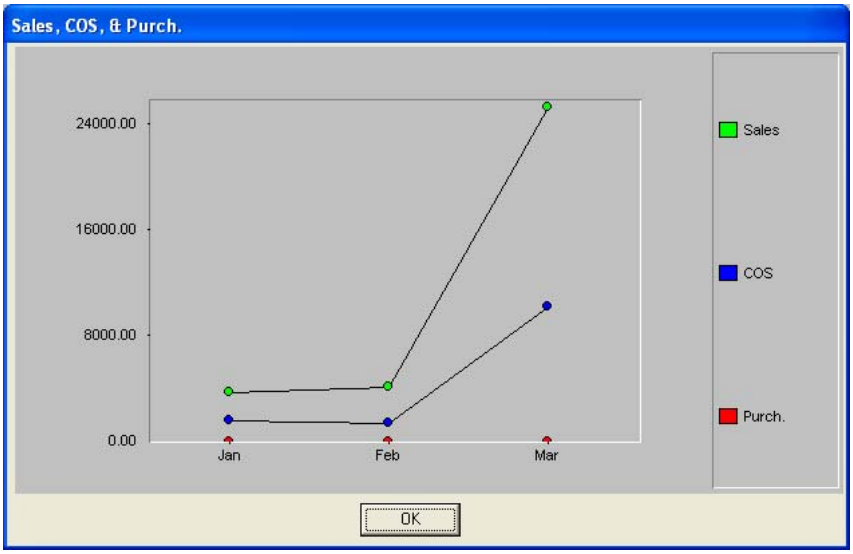
This graph displays total sales, cost of sales, and purchases by month for an individual inventory item in Line Graph format.

This option is designed to chart out the historical information for an inventory item for every month in the current fiscal year. This will allow you to see very quickly and easily the upward and downward trends of the following three data items:

1 = Sales Dollars

2 = Cost of Sales Dollars

3 = Purchase Dollars



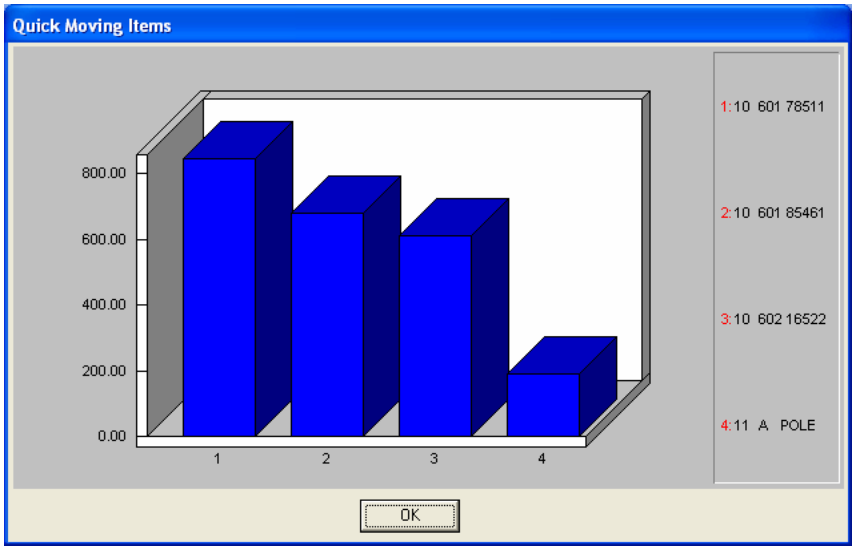
GRAPH QUICK MOVING ITEMS (IM0302)

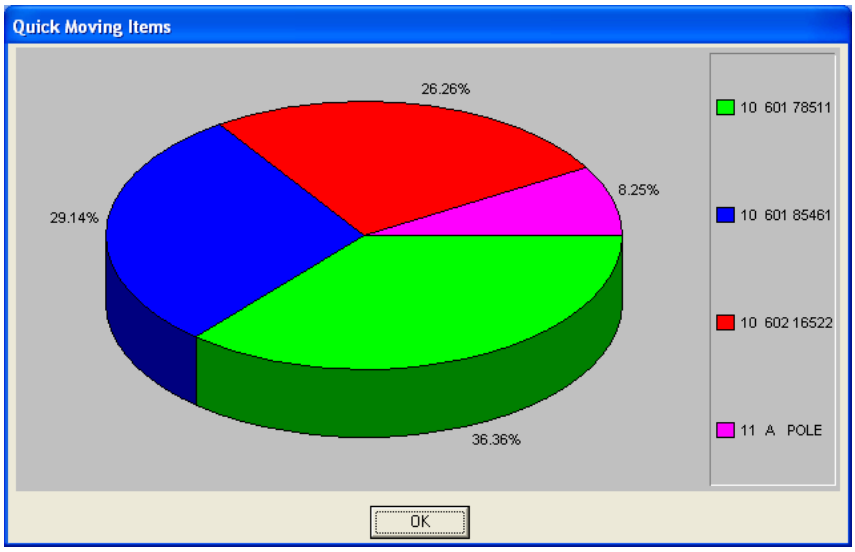
This graph ranks and displays the quickest selling inventory items ***(based on quantity sold MTD or YTD).*** The graph will be sorted in descending order. It will include up to **12** items.

This menu option is designed to display the quickest selling inventory items based on the range you have selected. A maximum of twelve items can be displayed at one time and the items selected will be sorted in descending order. After specifying the range of numbers to be graphed, the ***"Sort By"*** field, and the Item Number Mask, you must specify how many items you want included in the graph.

Next, you may have the system sort based on MTD activity rather than YTD activity. The default answer is **YTD**, however, if you want to view MTD activity, simply click on it. A list of the item numbers, their descriptions, and the label letter ***(e.g., A = Item #1),*** which will be included on the graph will then be displayed.

Simply specify whether you would like a Bar Graph or a Pie Chart. Then click on the **GRAPH** button to plot the graph.



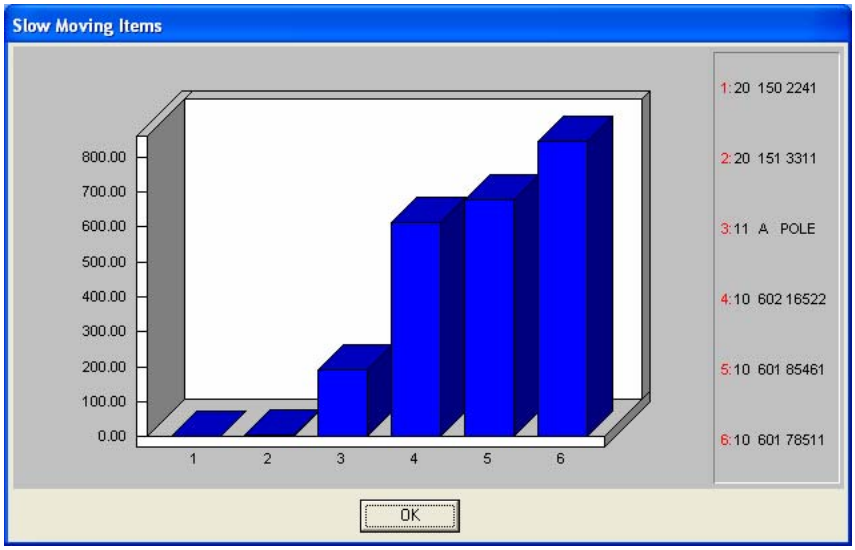


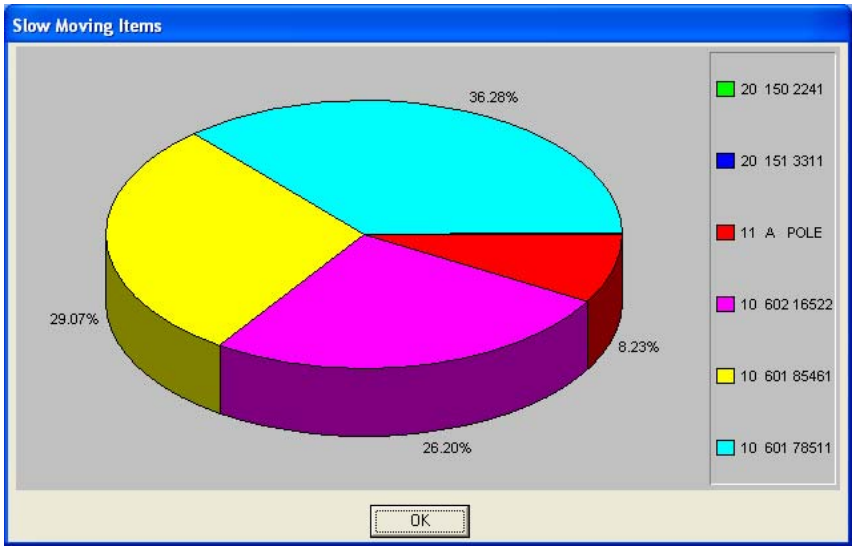
GRAPH SLOW MOVING ITEMS (IM0303)

This graph ranks and displays the slowest selling inventory items ***(based on quantity sold MTD or YTD).*** The graph will be sorted in descending order. You may specify up to twelve items to be included in the graph.

This option allows you to graph up to twelve of your slowest moving items within a specified range. After specifying the range of numbers to be graphed, the ***"Sort By"*** field, and the Item Number Mask, you must specify how many items you want included in the graph. Next, you may have the system sort based on MTD activity rather than YTD activity. The default answer is **YTD**, however, if you want to view MTD activity, simply click on it.

A list of the Item numbers, their descriptions, and the label letter *(e.g., A = Item #1)*, which will be included on the graph will then be displayed. Simply specify whether you would like a Bar Graph or a Pie Chart. Then, click on the **GRAPH** button plot the graph.





GRAPH RANKING BY GROSS PROFIT (IM0304)

This graph ranks and displays the most or least profitable inventory items ***(based on MTD or YTD gross profit).*** The graph will be sorted in descending order. You may specify up to twelve items to be included in the graph.

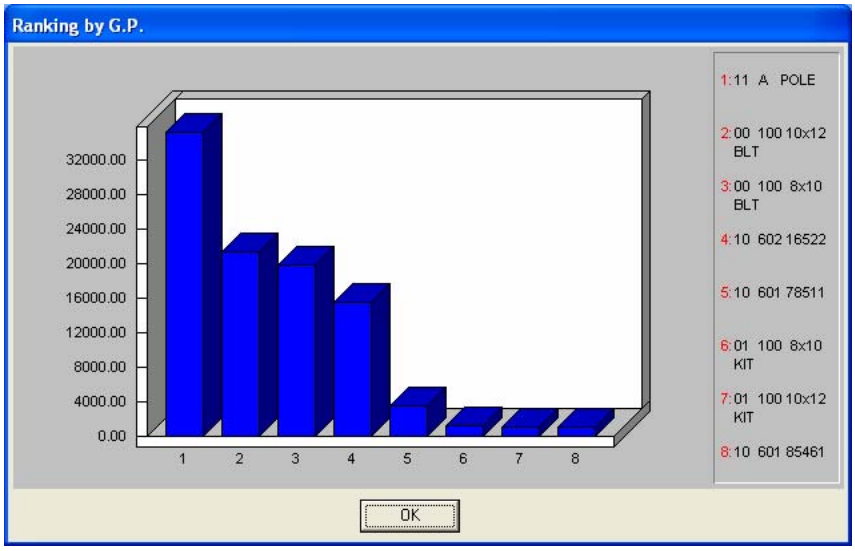
After specifying the range of numbers to be graphed, the ***"Sort By"*** field, and the Item Number Mask, you must specify how many items you want included in the graph. Next, you may have the system sort based on MTD activity rather than YTD activity. The default answer is **YTD**, however, if you want to view MTD activity, simply click on it.

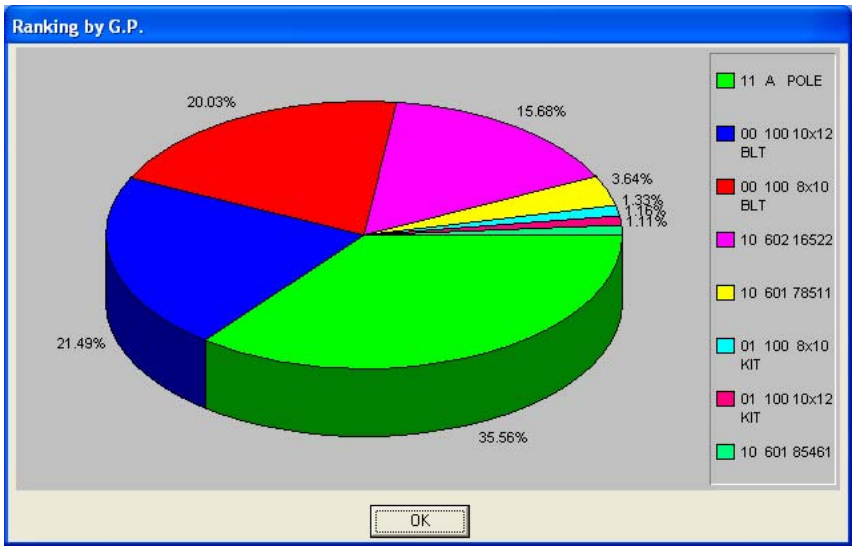
The system will then ask which type of graph you want to ***"Key On."*** This is how you determine the type of graph to be displayed. The default is ***"Total Profit."***

- **Total Profit**
- **Profit per Unit**
- **Gross Profit %**

Total Profit	This graph will list the items which have the highest overall contribution to the company's profit. This is a good graph to use for determining your most profitable product lines.
Profit per Unit	This graph will list the items which contribute the most revenue on a **"per-item"** basis. This graph is excellent for analyzing the overall profitability of an item versus simply basing buying decisions on highest margins.
Gross Profit %	This graph will display the items with the highest profit margins. This graph is beneficial for those firms who may compensate sales people by gross profit. Next, simply specify whether you would like a Bar Graph or a Pie Chart. Then press the **GRAPH** button to plot the graph.

For a complete analysis of your inventory, you may wish to print all three graph types and then compare where specific items fall on each graph.



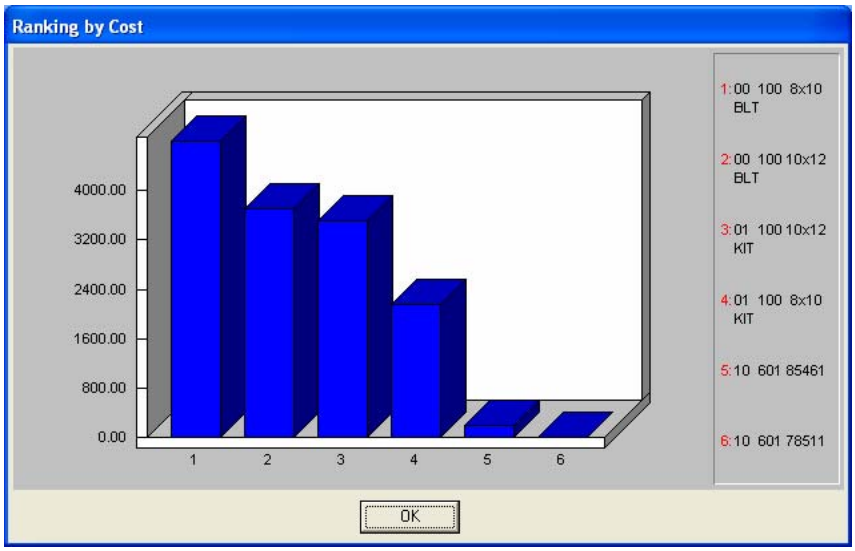


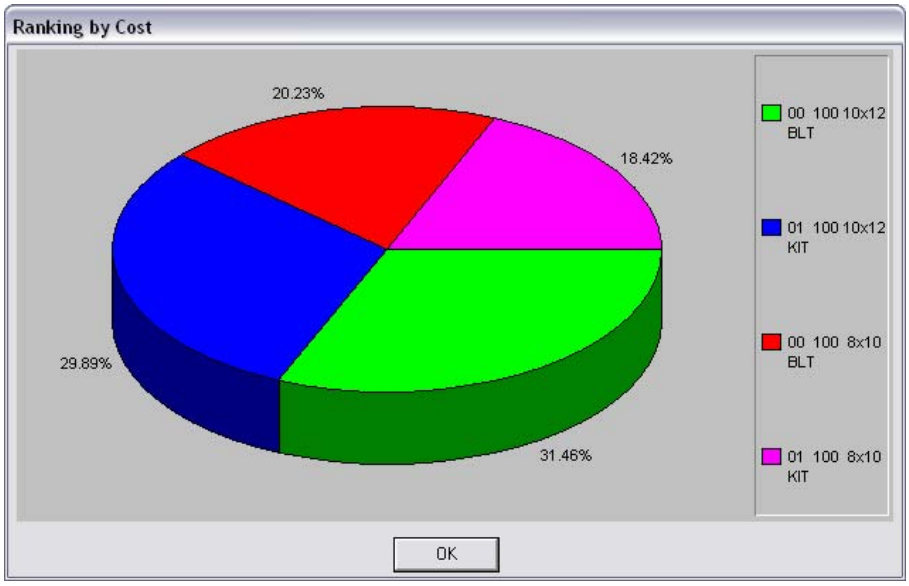
GRAPH RANKING BY COST (IM0305)

This graph ranks and displays, in either Bar Graph or Pie Chart format, the most or least costly inventory items ***(based on current inventory value).*** The graph will be sorted in descending order. You may specify up to ten items to be included in the graph.

This graph is particularly beneficial in determining where your inventory dollars are tied up. You may want to use this graph to review the inventory costs in a specific location or see how much money you have invested in a certain vendor's products. You can analyze the possible need to slow down the ordering of certain items and perhaps adjust the minimum/maximum quantities to stock levels.

After specifying the range of numbers to be graphed, the ***"Sort By"*** field, and the Item Number Mask, you must specify how many items you want included in the graph. Next, simply specify whether you would like a Bar Graph or a Pie Chart. Then, press the **GRAPH** button to plot the graph.




Ranking by Cost
20.23%
18.42%
29.89%
31.46%
00 100 10x12 BLT
01 100 10x12 KIT
00 100 8x10 BLT
01 100 8x10 KIT
OK

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